



# Planning and Economic Development Committee Agenda

**March 24, 2022**

**4:00 P.M.**

***Virtual Meeting***

Due to the current COVID-19 public health emergency, and social distancing protocols, pursuant to the Governor's and public health officials' orders, this meeting will be conducted virtually. The meeting will be live streamed on SeaTV Government Access Comcast Channel 21 and the City's website <https://www.seatacwa.gov/seatvlive> and click play. The public may also call in to the conference line to listen to the meeting. The number is 206.973.4555. While you will be able to hear the meeting; you will not be able to participate in the meeting. Please note that if you are unable to mute your phone, everyone else on the call-in line will be able to hear you, so please refrain from speaking. City Hall is closed, so no one will be able to physically attend this meeting.

### Councilmembers

Mohammed Egal, Chair

Peter Kwon

Mayor Jake Simpson

*A quorum of the Council may be present.*

Staff Coordinator: Evan Maxim, CED Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	4:00
2	PUBLIC COMMENTS (any topic): In an effort to adhere to the social distancing protocols, and in order to keep our residents, Council, and staff healthy, the Committee 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 <u>2:00PM</u> the day of the meeting.		Chair	4:00 (2 min)

	<p>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.</p> <ul style="list-style-type: none"> <li>• Instructions for providing remote oral public comments are located at the following link: <a href="#">Council Committee and Citizen Advisory Committee Virtual Meetings</a></li> <li>• Submit email/text public comments to <a href="mailto:pedpubliccomment@seatacwa.gov">pedpubliccomment@seatacwa.gov</a>. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.</li> </ul>			
3	Minutes of 02/24/2022 regular meeting	Review and approve	Committee	4:02 (2 min)
4	Planning Division overview	Informational Briefing	Jenn Kester	4:04 (20 min)
5	Work Release Facilities: Code Amendment	Referral to Planning Commission	Alena Tuttle / Jenn Kester	4:24 (30 min)
6	Renter's Commission (CRF2022-01)	Review / Direction	Evan Maxim	4:54 (25 min)
7	Adjourn		Chair	5:19



## Planning & Economic Development Committee Minutes

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Thursday February 24, 2022

4:00 PM – 5:30 PM

\* Virtual Meeting \*

**Members:** Present: Commence: 4:00 PM  
Adjourn: 5:29 PM

Mohamed Egal, Chair X  
Jake Simpson, Mayor X  
Peter Kwon, Councilmember X

**Other Councilmembers:**

**Staff & Presenters:**

Evan Maxim, *CED Director*; Jenn Kester, *Planning Manager*; Kate Kaehny, *Senior Planner*; Neil Tabor, *Associate Planner*; Aleksandr Yeremeyev, *Economic Development Manager*; Tanja Carter, *Economic Development Strategist*; Cindy Corsilles, *Information Systems Manager*; Ha Dao, *Assistant City Attorney*; Barb Mailo, *Admin 3*; SeaTV; Aaron Johnson, Tsega Asmelash, *Congolese Integration Network*, Emmanuella Shasha CIN, Floribert Mubalama CIN

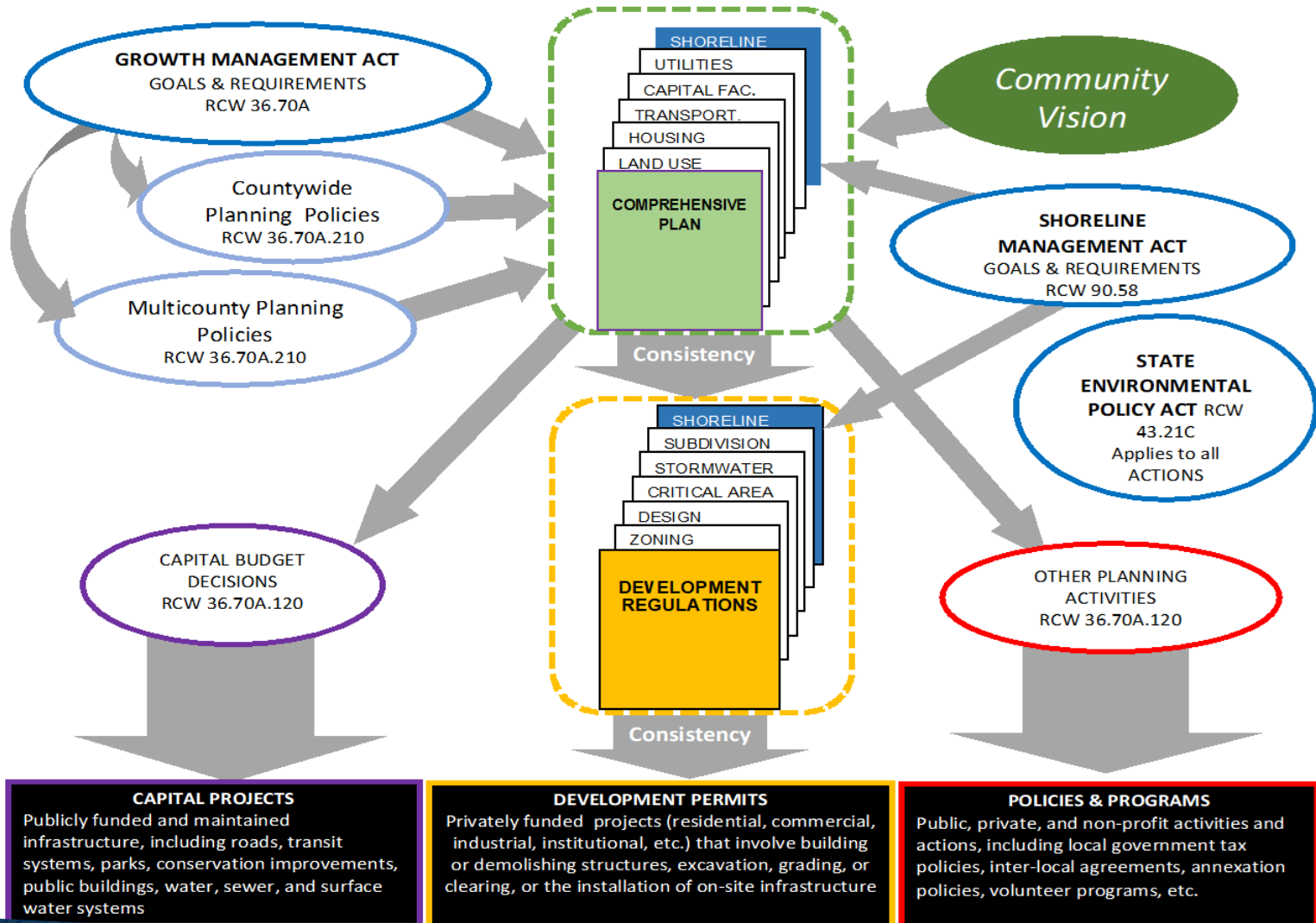
1. Call to Order	Chair Egal called the meeting to order at 4:00 pm.
2. Public Comments	Verbal public comments were provided by Aaron Johnson and Tsega Asmelash.
3. Minutes of 01/27/2022 regular meeting	Review and approve  Unanimous approval of meeting minutes.
4. Countrywide Planning Policies: direction regarding SeaTac ratification	Review and recommendation  Presented by CED Director Evan Maxim. The purpose of the presentation was to seek the PED committee's direction regarding SeaTac ratification of the CPPs and to provide informational update.  Presentation included: Background: GMA, MPPs, CPPs, and SeaTac, planning for growth & GMA, consistent with vision 2050 and CPPs, overview: 2021 CPP amendments, timeline, and policy implications.  Committee Action Request: PED recommendation: <ul style="list-style-type: none"> <li>• To ratify the CPPs through the passage of a City Council Resolution; or,</li> </ul>

	<ul style="list-style-type: none"> <li>• To not ratify the CPPs through the passage of a City Council Resolution; or,</li> <li>• To take no action. By not acting, the City of SeaTac will automatically ratify the CPPs</li> </ul> <p>Discussion commenced with Councilmember Peter Kwon, Mayor Jake Simpson, and Chair Egal.</p> <p><b>Member recommendation:</b></p> <ul style="list-style-type: none"> <li>• Councilmember Kwon – (no) to not ratify</li> <li>• Mayor Simpson – (no) to not ratify</li> <li>• Chair Egal – (yes) to ratify</li> </ul>
<p>5. Business Retention &amp; Expansion: Annual Business Outreach Program</p>	<p>Informational Briefing</p> <p>Presented by Economic Development Strategist Tanja Carter.</p> <p>The purpose of the presentation was to provide an update on two major business retention and expansion (BRE) programs that economic development undertook in 2021.</p> <p>The presentation included business retention and expansion – taking care of SeaTac businesses, 2021 business synergy outreach program &amp; history, responses to survey questions 1 &amp; 2 and comparison, survey question 3, action items &amp; next steps, and SeaTac business forums.</p> <p>Potential committee action: No action requested. Informational only.</p>
<p>6. Strategic Real Estate Plan: Final Draft</p>	<p>Review and recommendation</p> <p>Director Maxim verified with the PED committee if they had any questions regarding the Real Estate Plan final draft that was included in today's council committee packet (Exhibit 6B: page 1-73).</p> <p>All members showed thumbs up confirming their recommendation to move this forward to the city council.</p>
<p>7. Adjourn</p>	<p>Chair Egal adjourned the meeting at 5:29 pm.</p>

# *What is Planning in SeaTac?*



# HOW DOES THAT HAPPEN IN SEATAC?



# PLANNING DIVISION OVERVIEW

ACTIVITIES	
Current Planning/ Development Review Activities	Long Range Planning Activities
<ul style="list-style-type: none"> <li>• Project and permit review</li> <li>• Pre-application meetings</li> <li>• Developer/applicant support</li> <li>• Special projects</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Plan amendment process facilitation                             <ul style="list-style-type: none"> <li>- Sub-area planning</li> </ul> </li> <li>• Transportation planning</li> <li>• Capital Facility planning</li> <li>• Code amendments</li> <li>• Special projects</li> </ul>
STAFFING	
Planning Manager, Jenn Kester	
<p><b>Dennis Hartwick</b> Senior Planner  <b>Alena Tuttle</b> Associate Planner  <b>Neil Tabor</b> Associate Planner</p>	<p><b>Kate Kaehny</b> Senior Planner, Land Use  <b>David Tomporowski</b> Senior Planner, Transportation/Capital Facilities  <b>Vacant</b> Associate Planner, Code Amendments</p>





# TYPES OF LAND USE DECISIONS

EXECUTIVE



## LEGISLATIVE: (Making Laws)

Developing and adopting policies and development regulations

LOTS OF  
PUBLIC INPUT



## QUASI-JUDICIAL: (Applying Laws)

Reviewing and deciding on project permit applications

LESS PUBLIC  
INPUT



## ADMINISTRATIVE: (ex: Building Permit)

Staff follows process to ensure project meets code

LITTLE OR NO  
PUBLIC INPUT



# SEATAC'S COMPREHENSIVE PLAN

**Volume 1:** Identifies the City's growth & development policies

- Ch. 1 Introduction & Framework Policies
- Ch. 2 Land Use
- Ch. 3 Housing & Human Services
- Ch. 4 Transportation
- Ch. 5 Capital Facilities
- Ch. 6 Utilities
- Ch. 7 Community Design
- Ch. 8 Economic Vitality
- Ch. 9 Environment
- Ch. 10 Parks, Recreation & Open Space

**Volume 2:** “Background Reports” include supporting data and information (& by reference - PROS Plan & Transportation Master Plan)

**Subarea Plans:** City Center Plan, S. 154<sup>th</sup> Street Station Area, and Angle Lake Station Area

**Shoreline Master Program:** Policies/code for area within 200ft of Angle Lake

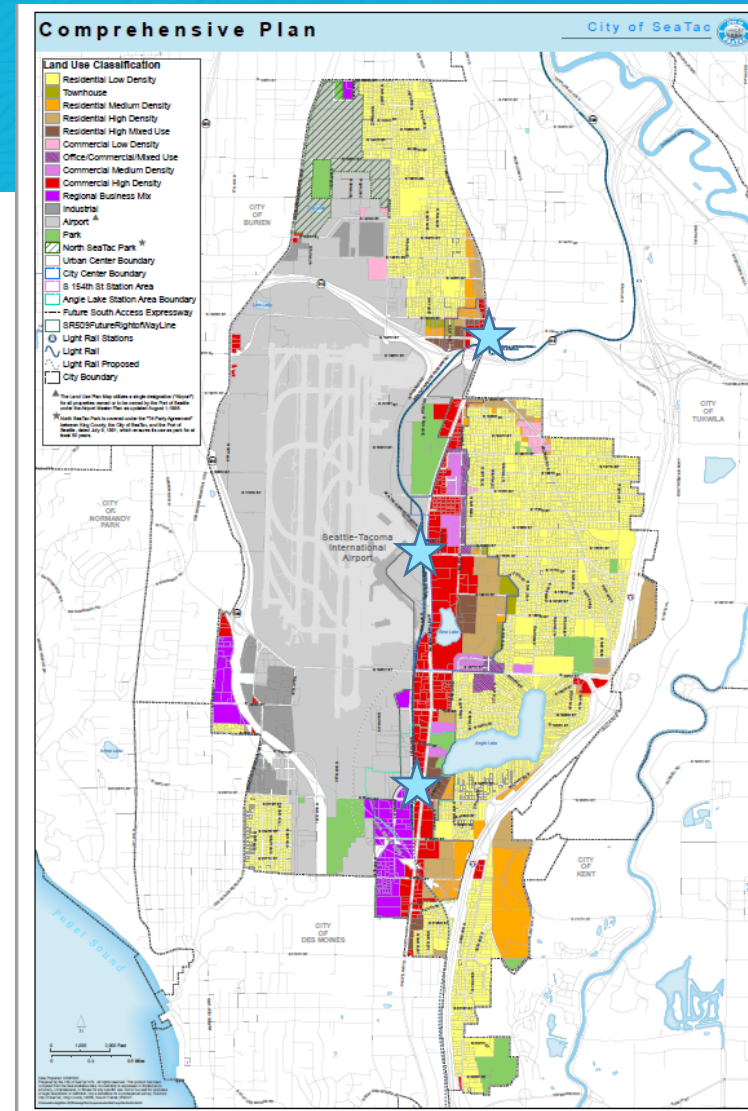


# SEATAC COMPREHENSIVE PLAN

## COMPREHENSIVE PLAN MAP

The Comprehensive Plan Map (sometimes called the “Future Land Use Map”) illustrates the City’s growth vision.

- It establishes land use designations for specific areas (*i.e. single family, multi-family, commercial, other uses*) & identifies growth boundaries (*i.e. urban center & station area boundaries*).
- It is implemented through zoning classifications & development regulations.



★ The City’s main growth strategy is to focus housing & jobs within three “urban villages” adjacent to each of the light rail stations that serve SeaTac.

# UPDATING THE COMPREHENSIVE PLAN

## THREE GENERAL TYPES

- **Biennial Updates:** SeaTac opens the Plan for amendments biennially in odd numbered years.  
City and Applicant driven
- **Major Updates:** A major update of the Comprehensive Plan is undertaken every ten years per 2022 legislation. The next major update will be completed by end of 2024.  
City, State, PSRC, King County driven
- **Subarea Plans:** Long range policy document to guide the development of specific areas toward a community vision.  
Comprehensive Plan driven



# UPDATING DEVELOPMENT REGULATIONS (CODE AMENDMENTS)

## WHERE DO THE IDEAS COME FROM:

- **Council/Committee:** Goals, vision, and emerging issues identified by members. *Example: Short-term rental regulations*
- **Staff:** Issues, anomalies, and best practices identified through plan review and Comprehensive Plan implementation  
*Example: 2020 Miscellaneous Amendments*
- **Changes to Law:** Court cases, federal requirements, state legislations *Example: Supportive Housing code*
- **Implementation Strategies:** Code amendments identified through special studies *Example: Housing Action Plan*

*Added to CED Work Plan to prioritize and allocate resources.  
Briefings at PED to gain direction for Planning Commission.*



# REGIONAL AND AGENCY INTERACTIONS

## FORMAL REPRESENTATION

- Washington State City Planning Directors
- PSRC Freight Advisory Committee
- Sound Transit I-405 BRT project Interagency Group (IAG)
- Highline School District Capital Facilities Advisory Committee
- King County Housing Interjurisdictional Team (HIJT)

## PARTICIPATING MEMBER

- King County Planning Directors
- SEA Stakeholder Advisor Round Table (StART) Noise Working Group
- South County Area Transportation Board (SCATb)

## ATTENDING AND MONITORING

- PSRC Regional Transit Oriented Development (TOD) Advisory Committee meetings
- South King County Planners Meeting (SoKiHo)
- South King County Joint Planners and Developers (SKCJPD)

## CONVERSATIONS:

Port of Seattle, Sound Transit, King County Metro, WSDOT, Commerce, and neighboring jurisdictions (Tukwila, Normandy Park, Des Moines, Kent and Burien)





# HOW DOES PLANNING SERVE THE COUNCIL?

*Planning is here to help Council implement goals and policies.*

*Staff can develop work plans, strategies, options for legislative actions for PED consideration.*

*Questions?*





## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: March 24, 2022  
To: Planning & Economic Development Committee (PED)  
From: Alena Tuttle, Associate Planner  
Subject: Code Amendments: "Halfway House", "Work Release Facilities", and similar uses.

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### **Purpose**

This meeting is meant to provide the Planning & Economic Development Committee (PED) an overview of Ordinance No. 21-1027, a Moratorium on the permanent establishment of "Halfway House", "Work Release Facilities", and similar uses which was adopted by City Council on August 31, 2021. Furthermore, staff will brief PED on the State work release program, common issues identified by local law enforcement, regulations adopted in 1999, the SeaTac Municipal Code to-date, and how these regulations compare to other Municipalities. In closing, staff will ask PED to provide guidance on further action for the Planning Commission.

### **Background**

In February 2021, the Washington Department of Corrections (DOC) identified a site in SeaTac for a new work release facility, located near International Boulevard and South 188 Street. Between February and August of 2021, representatives of the City of SeaTac, together with the Cities of Burien, Des Moines, and Normandy Park actively engaged with the Washington Department of Corrections expressing several concerns, including:

- Impacts to the SeaTac community resulting from the creation of another essential public facility in a relatively small geographic area - there are approximately fifteen essential public facilities within city limits;
- Compatibility between a work release facility and the hospitality focus of the Urban Center;
- Social equity impacts and the effects on SeaTac's historically disadvantaged Black, Indigenous, and People of Color (BIPOC) community;
- Failure to provide sufficient community engagement in the siting process.

In response, the Washington Department of Corrections repeatedly declined to take meaningful action to address these concerns and in August indicated they would proceed with the evaluation of the proposed SeaTac site.

On August 31, 2021, the City Council adopted the moratorium (Ordinance No. 21-1027) prohibiting the establishment, location, operation, and licensing of a permanent "Halfway House", "Work Release Facility" or similar uses. Following adoption of the moratorium, the Washington Department of Corrections abruptly cancelled its work to identify candidate sites in King County for a work release facility.



The moratorium expires August 31, 2022, unless extended or repealed according to law. Please refer to Exhibit 1 for the complete ordinance.

### **State Work Release Program Overview**

According to the Washington Department of Corrections (DOC), an incarcerated person with six months left to serve on his/her sentence may be eligible to spend those last months in a work release facility. These facilities serve as a bridge between living in prison and living in the community, assisting in creating a safe and productive lifestyle that can be sustained upon release. Focus areas include: finding and retaining employment, treatment, re-connecting with family members and refining various social and living skills.

Incarcerated people in work release facilities must follow all program rules such as searching for/retaining employment, frequent testing for substance abuse, and may only leave the facility for specific activities. Residents are monitored to ensure compliance and failure to abide by the rules may result in termination from the program.

Within Washington State, there are currently twelve work release facilities that collectively house 782 individuals: the smallest capacity facility totaling 26, the largest at 101. A table breaking down the numbers by facility can be found in Exhibit 2, while a map with the exact facility locations can be seen in Exhibit 3.

### **Local Law Enforcement Statistics**

Anecdotally, issues and concerns regarding such facilities have been voiced. In speaking with Sgt Chad Mulligan of the SeaTac Police Department, he conveyed that limited statistical data from other agencies has been provided to support these claims when requested. Jurisdictions may or may not track calls for service specific to the facility itself, and rather within a certain mile radius. In turn, the correlation between calls for service and the facility is unknown. Seattle did not follow up and provide any data. Tacoma provided data; however, the address did not match the DOC work release facility location and may have been associated with a different type of facility. The Olympia facility has received minimal calls for service since 2014, most minor nuisances, such as harassment and theft. The Bellingham facility also has received minimal calls for service since 2019 (six total), most minor nuisances, such as suspicious circumstances, theft, and drugs. As a side note, both facilities are on the smaller capacity side, housing 26 and 50 individuals respectively.

### **SeaTac Comprehensive Plan Support**

SeaTac Comprehensive Plan goals and policies should be considered when analyzing whether current regulations for halfway houses and work release sites should be modified or expanded upon, as such changes need to be supported by and consistent with the Comprehensive Plan.

The goals and policies below were included in the moratorium ordinance. Goal 2.1 specifically calls for a balanced mix and arrangement of land uses that support economic vitality, community health and equity, and transit access. Land use compatibility and support for the business community will need to be considered in the siting and regulation of work release facilities.

## CHAPTER 1 INTRODUCTION AND FRAMEWORK

- GOAL 1.1 As a public entity, serve the good of the SeaTac community.
  - Policy 1.1B Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments.
  - Policy 1.1D When preparing City policies and regulations, take into account the good of the community as a whole, while treating property owners fairly and allowing some reasonable economic use for all properties.
  - Policy 1.1E Where possible, evaluate the effectiveness of policies, regulations, and other implementation actions in achieving SeaTac’s goals and vision and update the Plan as needed.

## CHAPTER 2 LAND USE

- GOAL 2.1 Focus growth to achieve a balanced mix and arrangement of land uses that support economic vitality, community health and equity, and transit access.
- GOAL 2.7 Accommodate essential public facilities in alignment with this Plan’s goals and policies.

## CHAPTER 8 ECONOMIC VITALITY

- GOAL 8.2 Review and reform regulations and taxing policies to develop a strong business climate and encourage entrepreneurial government.

### **SeaTac Municipal Code Analysis**

On February 9, 1999, the SeaTac City Council passed Ordinance No. 99-1005 establishing “Halfway House” defined as *“State licensed work/release facilities and other housing facilities serving as an alternative to incarceration”*, as an allowed use within some zoning designations.

The Municipal Code has been amended periodically since that time; however, such amendments have not substantially amended the standards or requirements for the “Halfway House” use.

Currently, there are no provisions in the zoning code that establish specific standards and/or development regulations for “Halfway Houses”. An example of similar provisions would be SMC 15.465.350, Supportive Housing Facilities Standards.

The SeaTac Municipal Code (SMC) permits the “Halfway House” use within the following zoning designations:

- Office/Commercial (O/CM)
- Community Business (CB)
- Community Business in the Urban Center (CB-C)
- Regional Business Mix (RBX)

The use is not permitted in City Center, South 154<sup>th</sup> Street Station Area or Angle Lake Station Area Overlay Districts. For visual reference and scope of potential sitting locations within the city,

please refer to Exhibit 4 for a SeaTac vicinity map highlighting parcels within the above zoning designations.

### **Halfway Houses as an Essential Public Facility:**

The “Halfway House” use is allowed in the above-mentioned zoning designations subject to a conditional use permit (CUP). As part of the CUP process, a determination will be made as to whether an Essential Public Facility (EPF) siting process is needed. An Essential Public Facility is defined per SMC 15.105.050 as *“a facility providing public services, or publicly funded services that is difficult to site or expand...”*

A CUP is a Type III land use action that requires a Pre-Application Meeting prior to project submittal. During or within 45 days of the meeting, the Director makes a determination on whether the proposed project is an EPF and difficult to site based upon the known or reasonably perceived facts.

All proposed projects determined to be an EPF require a Conditional Use Permit (CUP) - Essential Public Facility (EPF) review as briefly articulated below.

### **Essential Public Facilities Process:**

1. **Formation of Ad Hoc Committee.** The City Council establishes an Ad Hoc Committee by appointing up to seven members and the Planning Commission appointing one member. The Ad Hoc Committee is appointed by the City Council within 75 days of the determination by the Director that the proposed project is an EPF.
2. **Ad Hoc Committee Review and Coordination.** The Ad Hoc Committee makes recommendations to the designated hearing body within 60 days regarding the appropriate conditions to mitigate the impacts of the proposed EPF under the authority of the City’s SEPA regulations, Comprehensive Plan and development regulations.
3. **Designated Hearing Body.** The Hearing Examiner will hear an essential public facility application. However, the City Council may determine that the application should be heard by the City Council, and in that case, the City Council will be the designated hearing body.
4. **Public Hearing and Decision.** The designated hearing body shall hold a public hearing to make findings and issue a decision.

### **Conditional Use Permit (CUP) Process:**

The process is a means of imposing special conditions and requirements on development when the use is not permitted outright due in the zone due to the nature of impacts created. This reasonably assures the compatibility of uses shall be maintained and that a nuisance or hazard to life or property will not occur.

The applicant must show that the proposed development satisfies all the following criteria for approval by the Hearing Examiner:

1. The proposed use is listed as a conditional use under SMC 15.205.040, Use Chart;

2. The site is adequate in size and shape for the proposed project and the use conforms to the general character of the neighborhood;
3. The unique character of topography, arterial streets and adjacent land use complement the proposed conditional use;
4. The conditional use would not be detrimental to surrounding land use;
5. Modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code;
6. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood; and
7. The conditional use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.

### **Other Municipalities Code Analysis**

Brief code research of the municipalities in which a work release facility is currently established was conducted.

The City of Kennewick, City of Spokane, City of Yakima and City of Tacoma all permit “Work Release Facilities” and/or similar terminology through the Conditional Use Process (CUP) as an Essential Public Facility (EPF), which is consistent with the City of SeaTac Municipal Code.

Permitted zoning designations vary.

- Within City of Kennewick and City of Spokane, EPF’s are not limited to certain zones but rather have the potential to be sited in all zones through the CUP process.
- Within the City of Yakima, “Halfway House” may be permitted in a Multifamily Residential District by staff approval and in the General Commercial and Central Business District by the Hearing Examiner.
- Within the City of Tacoma, “Work Release Center” may be permitted in the Urban Center Mixed Use, Commercial Industrial Mixed Use, and Light / Heavy Industrial Zones through the CUP process.

### **Moratorium Next Steps**

As part of the moratorium ordinance, a work plan for further study was incorporated. Between the period of March to June this year Planning Commission is to review, hold a public hearing and make a recommendation on any proposed code amendments. This item will come back on the Planning & Economic Development Committee agenda between June to July for a recommendation to City Council.

### **Planning & Economic Development Committee Actions**

Staff is asking the PED Committee to forward the item to Planning Commission to:

1. Evaluate the compatibility of and impacts upon adjacent land uses allowed within the applicable zoning designations and Urban Center;
2. Ensure consistency with the Comprehensive Plan’s goals and policies;

3. Establish performance standards such as occupancy limits, access to services and transportation, appearance, and parking; and
4. Review and amend the current zoning designations and process for siting.

Alternatively, the PED could direct staff to take no further action and allow the moratorium to expire at the end of August without a code amendment. This alternative is appropriate if the PED Committee determines that the current code provisions, locational allowances, and review process for work release facilities are appropriate for SeaTac.

**Attached Items (Exhibits)**

1. Ordinance 21-1027.
2. DOC work release program fact sheet.
3. Statewide DOC work release map.
4. SeaTac vicinity map showing zones in which “Halfway Houses” are permitted through the Conditional Use Process.





ORDINANCE NO. 21-1027

AN ORDINANCE of the City Council of the City of SeaTac, Washington enacting a Moratorium on the permanent establishment of “Halfway House”, “Work Release Facilities”, and similar uses; declaring an emergency; and establishing an effective date.

**WHEREAS**, on February 9, 1999, the SeaTac City Council passed Ordinance No. 99-1005 establishing “Halfway House” as an allowed use within some zoning designations in the City of SeaTac, subject to development regulations requiring a Conditional Use Permit, compliance with standards related to landscaping and parking, and requirements related to the establishment of an Essential Public Facility; and

**WHEREAS**, Ordinance No. 99-1005 defined “Halfway House” as “*State licensed work/release facilities and other housing facilities serving as an alternative to incarceration*”; and

**WHEREAS**, the City of SeaTac City Council has amended the SeaTac Municipal Code periodically between 1999 and 2021, resulting in substantial changes to land use regulations within the City of SeaTac, however such amendments have not substantially amended the standards or requirements for the “Halfway House” use; and

**WHEREAS**, the SeaTac Municipal Code authorizes the “Halfway House” use within the Office/Commercial (O/CM), Community Business (CB), Community Business in the Urban Center (CB-C), and Regional Business Mix (RBX) zoning designations; and

**WHEREAS**, the City of SeaTac’s Comprehensive Plan Introduction establishes Goal 1.1, which reads: “*As a public entity, serve the good of the SeaTac community*”, with related policies 1.1B, 1.1D and 1.1E which reads “*Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments (Policy 1.1B)*” and “*When preparing City policies and regulations, take into account the good of the community as a*



*whole, while treating property owners fairly and allowing some reasonable economic use of all properties (Policy 1.1D)”, and “Where possible evaluate the effectiveness of policies, regulations, and other implementation actions in achieving SeaTac’s goals and vision and update the Plan as needed”;* and

**WHEREAS**, the City of SeaTac’s Comprehensive Plan Land Use Element establishes Goals 2.1 and 2.7, which read: *“Focus growth to achieve a balanced mix and arrangement of land uses that support economic vitality, community health and equity, and transit access (Goal 2.1)”* and *“Accommodate essential public facilities in alignment with this Plan’s goals and policies (Goal 2.7)”*; and

**WHEREAS**, the City of SeaTac’s Comprehensive Plan Economic Development Element establishes Goal 8.2, which reads: *“Review and reform regulations and taxing policies to develop a strong business climate and encourage entrepreneurial government”*; and

**WHEREAS**, the City of SeaTac’s Comprehensive Plan Land Use element generally directs the City of SeaTac to evaluate and ensure the compatibility of adjacent land uses through the establishment of a land use designation map, zoning designation map, and implementing development regulations; and

**WHEREAS**, between February 2021 and August 2021, representatives of the City of SeaTac have been actively engaged with the Washington State Department of Corrections related to a possible work-release facility in the City of SeaTac; and

**WHEREAS**, on March 26, 2021, the City of SeaTac Mayor Erin Sitterley signed a letter requesting that the Washington Department of Corrections take action to address numerous concerns, including the effect a work release facility would have on SeaTac’s historically disadvantaged Black, Indigenous, and People of Color (BIPOC) community, and further noting

that the establishment of a work release facility will directly conflict and is incompatible with the City's vision for SeaTac's Urban Center and conflict with the hospitality industry focus of the Urban Center; and

**WHEREAS**, the City of SeaTac currently hosts approximately fifteen essential public facilities, within the SeaTac city limits; and

**WHEREAS**, on July 20, 2021, the City of SeaTac City Manager Carl Cole, together with the City Managers of the Cities of Burien, Des Moines, and Normandy Park, signed a joint letter to the Washington Department of Corrections again expressing numerous concerns and requesting, in part, that the Washington Department of Corrections take action to address impacts to social equity and the effects of concentrating Essential Public Facilities into a relatively small geographic area; and

**WHEREAS**, on April 9, 2021, and August 11, 2021, the Washington Department of Corrections responded to the March 26, 2021 and July 20, 2021 letters, and further declined to take any meaningful action to address the concerns expressed by the cities of SeaTac, Des Moines, Burien, and Normandy Park; and

**WHEREAS**, on August 17, 2021, the Washington State Department of Corrections indicated that the Washington State Department of Corrections would proceed with the evaluation of a work-release facility located in the City of SeaTac; and

**WHEREAS**, the City Council finds that review of the "Halfway House" development regulations is necessary to ensure that the regulations adopted in 1999 continue to serve the good of the community in 2021, ensure compatibility between adjacent land uses, and are consistent with the City of SeaTac Comprehensive Plan; and

**WHEREAS**, the City Council finds that the establishment of a new “Halfway House” or work-release facility should only be authorized if such facility is sited in a manner consistent with the Comprehensive Plan’s goals and policies; and,

**WHEREAS**, the City Council may adopt an immediate moratorium, incorporating a work plan for further study, for a period of up to one year on the acceptance of permit applications for the purpose of establishing permanent “Halfway House”, work-release facility, and similar uses, as long as the City Council holds a public hearing on the moratorium within sixty days after adoption pursuant to RCW 35A.63.220 and RCW 36.70A.390; and

**WHEREAS**, to prevent the potential harm to public health, safety, welfare, and peace, the City Council concludes that immediate action is necessary; and

**WHEREAS**, the moratorium does not apply to any complete application for a permanent “Halfway House”, work-release facility, or similar use that has vested to the regulations in effect prior to the passage of this Ordinance; and

**WHEREAS**, the City shall hold a public hearing on October 26, 2021, consistent with the requirements of RCW 35A.63.220 and RCW 36.70A.390;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Pursuant to the provisions of RCW 35A.63.220 and 36.70A.390, a moratorium is hereby enacted in the City of SeaTac prohibiting the establishment, location, operation, and licensing of a permanent “Halfway House”, work-release facility, or similar uses.

**Section 2.** Through August 31, 2022, the City shall not accept applications for pre-applications, rezones, land use permits, development permits, or building permits for any of the purposes or activities listed in Section 1 above, and no business license shall be granted or accepted while this moratorium is in effect. Any land use approvals, business licenses or other permits for these facilities that are issued as a result of error or by use of vague or deceptive descriptions during the moratorium are null and void, and without legal force or effect.



**Section 3.** The above “Whereas” clauses of this Ordinance constitute specific findings by the Council in support of passage of this Ordinance.

**Section 4.** Pursuant to RCW 35A.63.220 and RCW 3670A.390, the City Council shall cause appropriate notice to be given and shall hold a public hearing regarding the moratorium established in Section 1 of the Ordinance not later than sixty (60) days after adoption hereof, and the City Council may make additional findings of fact justifying the moratorium or rescind the same.

**Section 5.** Pursuant to RCW 35A.63.220 and RCW 3670A.390, the City Council sets forth the following work plan for study, and to take any necessary actions following study:

Time Period	Study / Action
September 2021 to March 2022	<ul style="list-style-type: none"> <li>Staff study of applicable statutes, review of available studies related to the compatibility between work-release facilities and businesses</li> <li>Planning and Economic Development Committee review of staff findings and further guidance on necessary action(s)</li> </ul>
March to June 2022	<ul style="list-style-type: none"> <li>Planning Commission review, public hearing, and recommendation on any proposed code amendment(s)</li> </ul>
June to July 2022	<ul style="list-style-type: none"> <li>Planning and Economic Development Committee and / or City Council Study Session review and recommendation to City Council</li> </ul>
July to September 2022	<ul style="list-style-type: none"> <li>City Council review and action</li> </ul>


**Section 6.** Pursuant to RCW 36.70A.106, this Ordinance shall be transmitted to the Washington State Department of Commerce as required by law.

**Section 7.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 8.** The City Council declares that an emergency exists requiring passage of this Ordinance for the protection of public health, safety, welfare, and peace based on the Findings set forth in Section 3 above. This Ordinance shall take effect and be in full force immediately upon passage and shall expire August 31, 2022 unless extended or repealed according to law.

ADOPTED this 31<sup>st</sup> day of August, 2021, and signed in authentication thereof on this 31<sup>st</sup> day of August 2021.

CITY OF SEATAC

  
Peter Kwon, Deputy Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 8/31/2021 ]

[Moratorium Halfway House and Work-Release Facility]

City of SeaTac  
SeaTac City Hall  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188  
206.973.4800

**(Legal Notice)**

August 31, 2021.


**NOTICE OF ORDINANCE ADOPTED  
BY THE SEATAC CITY COUNCIL**

Following is a summary of Ordinances adopted by the City of SeaTac City Council on the 31<sup>st</sup> day of August 2021:

**ORDINANCE NO. 21-1027**

AN ORDINANCE enacting a moratorium on the permanent establishment of “Halfway House”, “Work Release Facilities”, and similar uses; declaring an emergency; and establishing an effective date. Effective immediately upon passage and shall expire August 31, 2022 unless extended or repealed according to law.

The full text of each Ordinance is available at the City Clerk’s Office, SeaTac City Hall, 4800 South 188th Street, SeaTac, Washington 98188, 206.973.4800. A copy will be mailed upon request.

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

**Published in the Seattle Times: September 6, 2021**

# Work Release Program

A structured transition back into the community



## DEPARTMENT OF CORRECTIONS

### Mission Statement

The mission of DOC is to improve public safety by positively changing lives.

### Vision Statement

Working together for safer communities.

### Cheryl Strange

Secretary

### Danielle Armbruster

Assistant Secretary, Reentry Division

### Mark Kucza

Senior Administrator, Reentry Division

For more information about the Department, visit us at:

[www.doc.wa.gov](http://www.doc.wa.gov)

## FACTS

The legislature provided funding of \$8.07 million annually in the 2021 – 2023 Biennial Budget to operate an increased bed capacity at work/training release by 200 beds.

### During Fiscal Year 2020:

- Work Release residents earned \$9,750,331.26 collectively while employed during their time at work release.

### Earnings by Region:

- Northwest Region - \$3,866,061.89
- Southwest Region - \$3,012,540.98
- East Region - \$2,871,728.39

Residents paid \$901,084.10 towards their court ordered legal financial obligations.

Work release facilities serve as a bridge between living in prison and living in the community. Residents in work release are focused on transition, to include finding and retaining employment, re-connecting with family members and becoming productive members of the community. They also learn and refine social and living skills such as riding the bus, going to the grocery store, and managing their personal finances – all while completing their sentence in partial confinement. Work release is an opportunity for self-improvement, while assisting incarcerated individuals to create a safe and productive lifestyle that can be sustained upon release.

### Who is eligible for Work Release?

- Both male and female individuals.
- Individuals who are within six months of release.
- Individuals who are awarded minimum security status based on a behavior-driven classification process.

### What are the benefits of Work Release?

- Residents resume responsibility for their decisions and actions, and they establish employment prior to release. As a result, they are able to contribute to the support of their families and make payments towards their court-ordered legal financial obligations; including paying restitution to their victims.
- Residents contribute to the cost of their room and board.
- While they are in the program, work release staff assist the residents to establish community ties through education, treatment, family, and support groups.

### Are there specialized programs?

- The Graduated Reentry Program, HB2638 is available to certain participants which may now allow an individual to become a work release resident during the final 12 months of their incarceration.  
\*Final six months to include electronic home monitoring at an approved residence.
- Helen B. Ratcliff Work/Training Release offers an opportunity for mothers within the Residential Parenting Program at Washington Corrections Center for Women (WCCW) to transition to the facility where the mother can live with and care for her child, while participating in Work Release. Helen B. Ratcliff also provides overnight visits for children with their mothers.
- Eligible residents participate in Chemical Dependency treatment, Offender Change Programs and other treatment programs.



# Work Release Program—Page 2

## FACTS

### Legal Financial Obligation by Region:

- Northwest Region - \$347,456.60
- Southwest Region - \$277,785.45
- East Region - \$275,842.05

### Fiscal Year 2020 Work Release Costs:

- Average cost per resident is \$41,880 per year or \$114.74 per day
- Residents pay \$13.50 per day towards their room & board
- Average cost to house an individual in Prison is \$46,758 per year or \$128.10 per day
- Housing residents in work release facilities saves an average \$4,878 per year

## CURRENT WORK RELEASE FACILITIES AND FUNDED CAPACITIES

(AS OF JUNE 30, 2020)

Work Release Facility	County	M	F	Total
Olympia	Thurston	18	8	26
Bellingham	Whatcom	43	7	50
Reynolds	King	92	0	92
Tri-Cities	Benton	35	5	40
Ahtanum View	Yakima	81	20	101
Bishop Lewis	King	47	0	47
Brownstone	Spokane	84	0	84
Eleanor Chase House	Spokane	0	55	55
Helen B. Ratcliff	King	0	45	45
Longview	Cowlitz	78	11	89
Peninsula	Kitsap	55	8	63
Progress House	Pierce	76	14	90
<b>Total</b>		<b>608</b>	<b>174</b>	<b>782</b>

(Data shown in above table: Current Work Release Facilities and Funded Capacity) Olympia Work Release, Thurston County, 18 males, 8 females for a total of 26. Bellingham Work Release, Whatcom County, 43 males, 7 females for a total of 50. Reynolds Work Release, King County, 92 males, 0 females for a total of 92. Tri-cities Work Release, Benton County, 35 males, 5 females, for a total of 40. Ahtanum View Work Release, Yakima County, 81 males, 20 females, for a total of 101. Bishop Lewis Work Release, King County, 47 males, 0 females, for a total of 47. Brownstone Work Release, Spokane County, 84 males, 0 females, for a total of 84. Eleanor Chase Work Release, Spokane County, 0 males, 55 females, for a total of 55. Helen B. Ratcliff Work Release, King County, 0 males, 45 females, for a total of 45. Longview Work Release, Cowlitz County, 78 males, 11 females, for a total of 89. Peninsula Work Release, Kitsap County, 55 males, 8 females for a total of 63. Progress House Work Release, Pierce County, 76 males, 14 females, for a total of 90. In total there are 608 males and 174 females, for a total of 782 people in work release facilities.

## What are the expectations of residents in Work Release?

- All residents must abide by the rules and regulations of the program. Deviations can result in disciplinary action, to include termination from the program.
- Residents work on job development including searching for, placement in, and retention of employment. On-site job visits and verification are completed by work release staff to assure the resident is employed at the designated site. Staff verify work schedules and travel times for destinations to ensure accountability when in the community.
- Residents are only allowed out of the facility if they work, are conducting personal essential business, or are on a supervised social outing to visit family members. These outings are always in the presence of an approved sponsor who has undergone a criminal background check.
- Residents must continue therapy, parenting classes, anger management training, and substance abuse treatment in the community while in Work Release. This may also include participation in Alcoholics Anonymous, as identified in their case management plan.
- Residents must submit to frequent test for substance abuse.

## BENEFIT-COST SUMMARY STATISTICS PER PARTICIPANT

(FROM THE [WSIPP BENEFIT-COST RESULTS REPORT—DECEMBER 2019](#))

Benefits to:

Tax Payers	\$1,1122	Benefits minus costs	\$5,013
Participants	\$0	Benefits to ratio	n/a
Others	\$2,536	Chance the program will produce	
Indirect	\$826	benefits greater than costs	99%
<b>Total benefits</b>	<b>\$4,483</b>		
<b>Net program cost</b>	<b>\$530</b>		

Benefits minus costs \$5,013

*\*The estimates shown are present value, life cycle benefits and costs. All dollars are expressed in the base year chosen for this analysis (2018). The chance the benefits exceed the costs are derived from a Monte Carlo risk analysis. The details on this, as well as the economic discount rates and other relevant parameters are described in our [Technical Documentation](#).*



# Incarceration Facilities Map



**Reentry - Assistant Secretary Danielle Armbruster**

Correctional Industries - Director Sarah Sytsma  
Work Release - Field Administrator David Ganas

**Prisons - Assistant Secretary Mike Obenland**

East - Deputy Assistant Secretary Jeff Uttecht  
 AHCC - Superintendent - James Key  
 CCCC - Superintendent - Dean Mason  
 CRCC - Superintendent - Melissa Andrewjeski  
 LCC - Superintendent - JC Miller  
 WSP - Superintendent - Don Holbrook

West - Deputy Assistant Secretary Ron Haynes  
 CBCC - Superintendent - Jeri Boe  
 MCC - Superintendent - Eric Jackson / Jack Warner  
 OCC - Superintendent - Jason Bennett  
 SCCC - Interim Superintendent - Dan Van Ogle  
 WCC - Superintendent - Dan White

**Womens Prisons - Assistant Secretary: VACANT**

MCCCW - Superintendent - Dennis Tabb  
WCCW - Superintendent - Jeneva Cotton

**Human Resources - Director Todd Dowler**

Training & Development - Administrator Jason Aldana

**Health Services - Assistant Secretary Dan Johnson**

Maple Lane Pharmacy - Director William Hayes

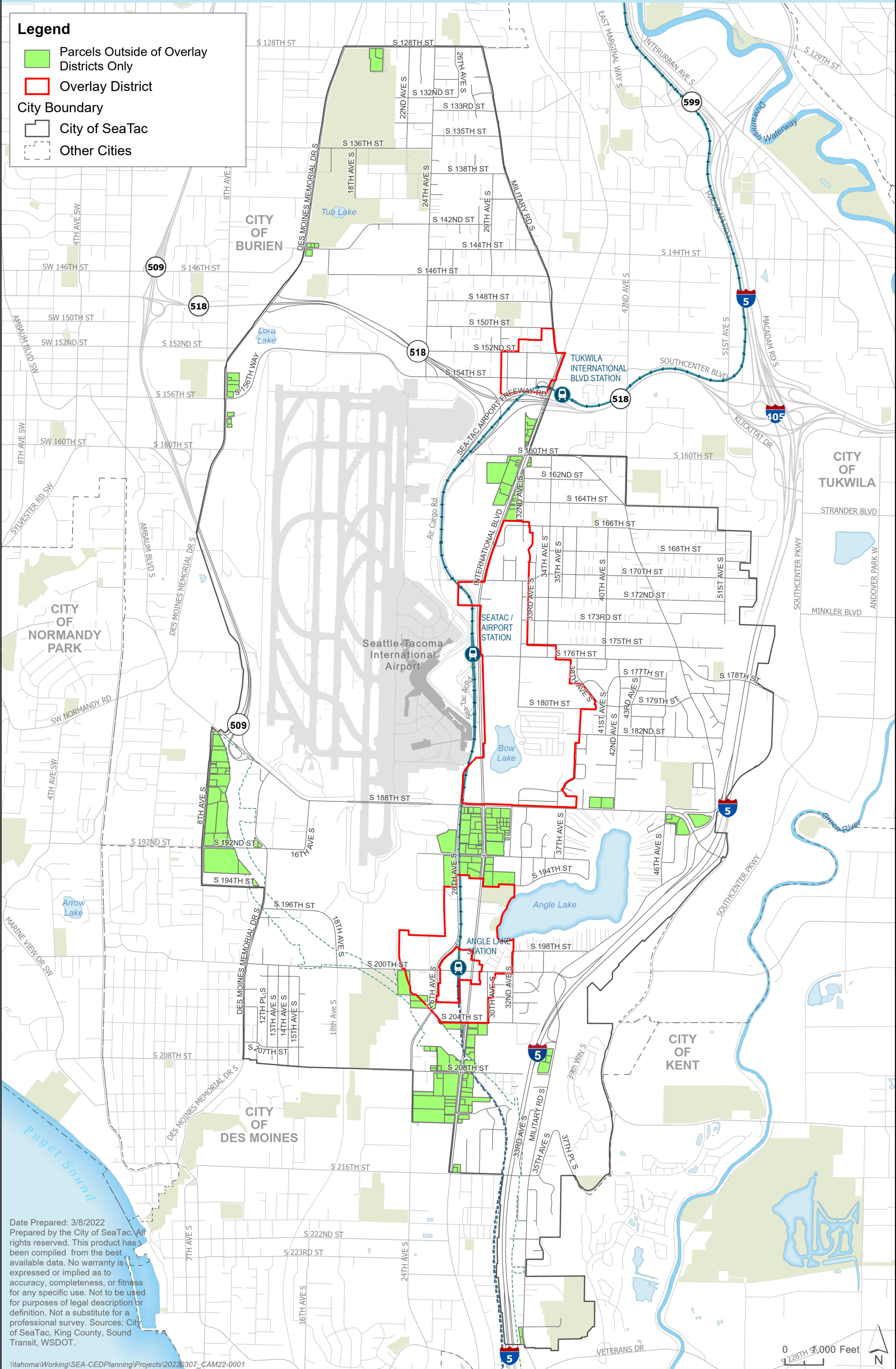
# ZONES WHERE HALFWAY HOUSES ARE PERMITTED THROUGH THE CONDITIONAL USE PROCESS

City of SeaTac



## Legend

- Parcels Outside of Overlay Districts Only
- Overlay District
- City Boundary
- City of SeaTac
- Other Cities



Date Prepared: 3/8/2022  
Prepared by the City of SeaTac. All rights reserved. This product has been compiled from the best available data. No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use. Not to be used for purposes of legal description or definition. Not a substitute for a professional survey. Sources: City of SeaTac, King County, Sound Transit, WSDOT.





# Potential Code Amendment for Work Release Facilities

Planning & Economic  
Development  
Committee

March 24, 2022



# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

- Staff to provide overview of Ordinance No. 21-1027.
- Staff to provide overview of preliminary research and Code analysis related to “Halfway Houses”.
- Seek recommendation on further action for Planning Commission.

## WHY IS THIS ISSUE IMPORTANT?

1. In February 2021, the Washington Department of Corrections (DOC) identified a site in SeaTac for a new work release facility.
2. In August 2021, the City passed a one-year moratorium on the permanent establishment of “Halfway House”, “Work Release Facilities”, and similar uses.
3. Council found that review of the “Halfway House” development regulations is necessary.
4. The moratorium includes a work plan for further study.
5. The moratorium expires on August 31, 2022 unless extended or repealed.



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

- Forward the item to Planning Commission to review, hold a public hearing and make a recommendation on any proposed code amendments.

## REVIEWS TO DATE

- RCM: 8/31/2021 Moratorium



# STATE WORK RELEASE PROGRAM OVERVIEW

## WHAT DOES THE PROGRAM DO?

- Assist in creating a safe and productive lifestyle that can be sustained upon release
- Find employment
- Provide treatment
- Re-connect individuals with family
- Refine various social and living skills

## WHO IS ELIGIBLE?

An incarcerated person with 6 months left to serve on his/her sentence.

## HOW MANY ARE IN OPERATION?

12 work release facilities in Washington State that collectively house 782 individuals.

## ISSUES ENCOUNTERED BY LAW ENFORCEMENT:

Limited statistical data provided.

Most calls were minor nuisances in Olympia and Bellingham locations.





# FACILITIES LOCATED IN WASHINGTON STATE



# SEATAC MUNICIPAL CODE HISTORY

- Ordinance No. 99-1005 established the “Halfway House” use.
- Defined as “State licensed work/release facilities and other housing facilities serving as an alternative to incarceration”.
- No substantial amendments to the use have been made since.
- There are no provisions in the zoning code that establish specific standards and/or development regulations for “Halfway Houses”.

## Examples include:

- Occupancy limits
- Code of conduct
- Security measures
- Contact information



# “HALFWAY HOUSE” ZONING DESIGNATIONS

The SeaTac Municipal Code (SMC) permits the “Halfway House” use within the following zoning designations:

- Office/Commercial (O/CM)
- Community Business (CB)
- Community Business in the Urban Center (CB-C)
- Regional Business Mix (RBX)

The use is not permitted in:

- City Center Overlay District
- South 154th Street Station Area Overlay District
- Angle Lake Station Area Overlay District





# CONDITIONAL USE PERMIT (CUP) - ESSENTIAL PUBLIC FACILITY (EPF) REVIEW PROCEDURE

The “Halfway House” use is allowed subject to a conditional use permit (CUP).

## WHAT IS A CUP?

- A Type III land use action that requires a Pre-Application Meeting prior to project submittal.
- The proposed development must satisfy all criteria for approval by the Hearing Examiner.
- Can impose special conditions and requirements on development due to the nature of impacts created.

As part of the CUP process, a determination will be made as to whether an Essential Public Facility (EPF) siting process is needed.

## WHAT IS AN EPF?

An Essential Public Facility is “a facility providing public services, or publicly funded services that is difficult to site or expand...”





# ESSENTIAL PUBLIC FACILITIES PROCESS

## 1. Pre-Application Meeting

- Within 45 days the Director makes a determination on whether the proposed project is an EPF.

## 2. Formation of Ad Hoc Committee

- City Council appoints up to 7 members and the Planning Commission appoints 1 member within 75 days of the EPF determination.

## 3. Ad Hoc Committee Review & Coordination

- Makes recommendation to the designated hearing body within 60 days regarding the appropriate conditions to mitigate the impacts of the proposed EPF.

## 4. Designated Hearing Body

- The Hearing Examiner will hear an essential public facility application. However, the City Council can choose to be the designated hearing body instead.

## 5. Public Hearing and Decision

- The designated hearing body shall hold a public hearing to make findings and issue a decision.



# COMPARISON OF OTHER MUNICIPALITIES

## City of Kennewick and City of Spokane

- EPF's in all zones through the CUP process.

## City of Yakima

- Multifamily Residential District (at the Staff level)
- General Commercial and Central Business District (by the Hearing Examiner)

## City of Tacoma

- Urban Center Mixed Use
- Commercial Industrial Mixed Use
- Light / Heavy Industrial Zones

Facilities are permitted through the Conditional Use Process (CUP) as an Essential Public Facility (EPF), which is consistent with the City of SeaTac Municipal Code.



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

Forward the item to Planning Commission to review, hold a public hearing and make a recommendation on any proposed code amendments.

## STAFF RECOMMENDATION

1. Establish performance standards such as occupancy limits, access to services and transportation, appearance, and parking; and
2. Review and amend the current zoning designations and process for siting.

## ALTERNATIVE

Direct staff to take no further action and allow the moratorium to expire without a code amendment.





## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: March 24, 2021  
To: Planning & Economic Development (PED) Committee  
From: Evan Maxim, Community & Economic Development Director  
Subject: Renters' Commission & Alternative Approach (CRF2022-01)

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### Summary

On February 8, 2022, the City Council referred Council Request Form (CRF) CRF2022-01 to the Planning and Economic Development (PED) committee. CRF2022-01 seeks to create a SeaTac Renters' Commission, similar to the Renters' Commissions established by the City of Seattle and King County.

The CRF indicates that the purpose of forming the Renters' Commission is to have representatives of the renters advise the council members on ideas, policies, regulations to ensure healthy housing and community voice. Alternatively, the City Council could modify the membership of the Planning Commission to ensure that the Planning Commission included residents who are also renters.

### CRF2022-01: Renters' Commission

Overview The purpose of the Renters' Commission is to have residents in SeaTac, who are also renters, advise the City Council on ideas, policies, and regulations to ensure healthy housing and community voice. Staff understands that this idea is based on the existing Seattle and King County Renters' Commissions.

Using the City of Seattle ([SMC 3.65](#)) and King County ([KCC 2.150](#)) as the basis for a scope of work, a SeaTac Renters' Commission could have the following duties:

1. Advise the City Council and City on issues and policies affecting renters including, but not limited to, housing affordability, transportation access, green and other public spaces, land use, renter protections, public health and safety, education, and economic growth;
2. Monitor the enforcement and effectiveness of legislation related to renters and renter protections;
3. Provide periodic advice on priorities, policies, and strategies for strengthening and enhancing the enforcement and effectiveness of renter protections;
4. Adopt an annual work plan; and
5. Meet periodically with other City Commissions, City departments, and other community groups and associations, including those representing rental property landlords, to gather information, feedback, and recommendations related to the Commission's work.

Establishing and operating a Renters' Commission will require the expenditure of both "one-time" and "on-going" time and resources (cost). Required actions are summarized here and in the attached CRF2022-01.

One-time costs Staff will require approximately 140 hours to prepare the ordinance establishing the Renters' Commission, an application form and process for new commissioners, and a budget amendment for Council to authorize long term staffing of the Renters' Commission. This "one-time" work could be completed by existing staff by September of 2022, if started in April 2022 and would cost approximately \$12,100 in staff time.

On-going costs There is insufficient capacity to adequately staff a Renters' Commission. On-going costs, which include technical (substantive material, liaison work) and administrative staff (scheduling, agenda

prep, meeting minutes support), will depend heavily on the work program for the Renters’ Commission. Staff anticipates that the work of the Renters’ Commission will require at least 540 to 1080 hours annually, which is equivalent to 0.25 to 0.5 FTEs. Anticipated “on-going” costs to staff the Renters’ Commission are approximately \$29,200 to \$58,300 annually. On-going costs may increase based on the Commission’s scope of work and authority.

**Alternative: Amend Planning Commission Membership**

Overview The purpose of an advisory commission is to advise the City Council on policy issues. Advisory commissions provide community value by taking the time to conduct research, explore options, hear public testimony, and represent different community viewpoints. The City of SeaTac currently has two advisory commissions (Planning Commission and Community Services Advisory Committee, see attached) that advise the City Council on topics similar to the scope of the Renters’ Commission, above.

The SeaTac Planning Commission is already responsible for researching, exploring options, and hearing public testimony on topics related to the scope of work established for the Seattle and King County Renters’ Commission. The SeaTac Planning Commission is also responsible for fulfilling several mandated state functions, including the review of Comprehensive Plan and development regulation amendments. Recommendations from a Renters’ Commission related to these subjects will also need review by the Planning Commission. Consequently, staff recommends focusing on a modification to the Planning Commissions’ membership and duties to address the concerns in CRF2022-01.

The SeaTac Municipal Code also makes provision for the SeaTac Planning Commission to represent different community viewpoints – specifically business viewpoints – by generally requiring that three of the Planning Commissioners represent businesses in SeaTac. However, the Planning Commission does not currently have to include residents who are also renters; this may limit the viewpoints represented by the Planning Commission in their analysis of policy issues.

The following table provides a comparison of nearby cities for the City Council’s review. If the City Council does modify the Planning Commission membership to include renters, it may be appropriate to also modify the number of business representatives.

Comparison Cities Summary: Planning Commission

City	Renters’ Commission	Residency Requirement	Business Representative	Renter vs. Homeowner	Term Limit
SeaTac	No.	No. Four members must live in City.	Yes. Three members representing business required unless candidates can’t be found.	No.	No.
Seattle (CRF2022-01)	Yes. <a href="#">SMC 3.65</a>	Yes.	Yes. One engineer or architect/urban planner, required	No.	Yes. Two terms.
Federal Way	No.	Yes.	No.	No.	No.
Burien	No.	Yes.	No.	No.	Yes. Two terms.
Kent	No.	Yes.	No.	No.	No.



City	Renters' Commission	Residency Requirement	Business Representative	Renter vs. Homeowner	Term Limit
<b>Tukwila</b>	No.	No. Resident or business owner.	Yes. One member representing business, required	No.	No.
<b>Renton</b>	No.	Yes.	No.	No.	No.
<b>Issaquah</b>	No.	No. Residents preferred.	Yes, but not required	No.	No.
<b>Shoreline</b>	No.	Yes.	No.	No.	Yes. Two terms.
<b>Maple Valley</b>	No.	No. No more than one non-resident business owner	Yes, but not required	No.	No.

Alternative Approach & Cost As an alternative to forming a Renters' Commission, the City Council could modify the Planning Commission to require that one or more of the Commissioner's be a resident of SeaTac who also rents their home. The City Council could also modify the scope of work assigned to the Planning Commission. This alternative has several possible benefits:

- A. New community viewpoints would be introduced into the Planning Commission's analysis of policy both by new commissioner(s) and the rental community they represent;
- B. Policy questions related to renters' concerns can be addressed more efficiently, through review by one commission instead of two commissions: and,
- C. The Planning Commission is currently supported by Community and Economic Development staff.

Staff will require approximately 60 hours to develop and prepare an ordinance and seek Council approval. This "one-time" work could be completed by existing staff by July of 2022, if started in April 2022 and would cost approximately \$5,300 in staff time. At present, the Planning Commission is supported by existing CED staff. It is possible that additional staff resources may be required if the City Council significantly increases the Planning Commission workload.

**PED Committee Direction**

Staff is seeking the PED Committee's direction to:

1. Proceed with the work required to establish a Renters' Commission; or
2. Proceed with the review and evaluation of the current Planning Commission approach; or
3. Halt further work on this subject.

**Packet Materials:**

- a. This memo
- b. Code Excerpts - SMC 2.15: Planning Commission and Community Services Advisory Committee
- c. CRF2022-01
- d. PowerPoint

## SMC 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 subarea 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.

### SMC 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
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.



## COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2022-01

Revision date: 10/12/2020 LKE

### CITY COUNCILMEMBER TO COMPLETE

Please click on the "Click here to enter text". This opens the text boxes which expand as you type.

■ **Date of Request:** 1/13/2022

■ **Desired Response Date:** 2/13/2022  
*Is this issue time sensitive; are there other timing factors to consider? **Not time sensitive but a policy priority.***

■ **Requestor:** Councilmember Takele Gobena

Click on one:

**Policy**                       **Operations**

Choose one:

**Action (click one):**    Proclamation    Motion    Resolution    Ordinance

**Research**

**Information**

**Other (describe)**

■ **Issue**  
*A clear concise description of the issue(s) that need(s) to be addressed. I have heard from many SeaTac renters that they deal with issues such as molding apartment units, sky rocketed rent increases, lack of enough notice in case of rent increases, inadequate facilities, lack of rental inspections and sometimes-facing discriminatory landlord policies. Currently, the council does not have any commission or advisory committee that represent renters and their interests and needs to address those issues. Creating SeaTac Renters' Commission that reflects and represents diverse renters' needs and priority to advise the council on policy changes that supports healthy housing and families is an important task that we as the council should address now.*

Click here to enter text.

### Background

Please detail all necessary information essential to the understanding of the problem statement and request.

*Over 48% of SeaTac citizens are renters and over 40% are rent burdens in addition to dealing with issues mentioned above. According to 2018 Human Services study conducted in SeaTac those problems continues to increase and now probably more severe than 4 years ago. Over the last 2 years have seen renters dealing with overnight rental increases, some lives in molding apartment units and landlords don't respond to their requests for repairs or inspection... I believe this problem could be addressed to some extent if we have renter's commission established and have representatives of the renters advise the council members on ideas, policies, regulations to ensure healthy housing and community voice. Many other cities have*

*also similar commissions.*

■ **Request**

*What is being requested to assist in addressing the issue described? What specific scope of work would you like the City staff to address?*

**I am requesting:**

**A)The ordinance language to be drafted to create SeaTac Renters' Commission that will have 7-9 members and set criteria for membership such as the person needs to be a renter living in city of SeaTac**

**B) Draft application process for citizens to apply, and determine term limit for membership to 2 years with chances of re applying**

■ **Connection**

*How is the work connected to a current or upcoming decision before the City Council?*

**This is part of housing action plan that the city has been working on for sometimes.**

**Creation of this commission will help the city address the housing crisis that we are facing.**

■ **Relationship to City Business or Proposed City Business/Services**

Describe how this will enhance what is already offered and/or what it will provide that is not currently available.

**The city does not have any advisory committee on housing at this point. Creation of this commission will enhance our work toward addressing homelessness and affordable housing crisis.**

Why is this the City's issue to address?

- **As mentioned above, over 48% SeaTac, residents are renters and they are dealing with unhealthy housing conditions. By creating this commission, renters will help the council with policy advice, input and directions on how the city could improve healthy housing.**

■ **Connection to Comprehensive Plan**

*Choose all that apply.*

- Introduction/Framework (community engagement)
- Land Use
- Housing & Human Services
- Transportation
- Capital Facilities
- Utilities
- Community Design
- Economic Vitality
- Environment
- Parks, Recreation & Open Space



None Applicable

- Describe specifically how this request is connected to the Comprehensive Plan categories you checked above.

**Creation of this commission falls under housing action plan.**

- **Connection to Citywide Goals**  
*Choose one or more below*

**Promote Our Neighborhoods**

Develop Urban Villages around light rail stations that promote programs and activities and maintain single-family neighborhoods to create a sense of place.

**Build Effective & Accountable Government**

Increase community trust through better community engagement, collaboration, and transparency.

**Create & Preserve Housing**

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

**Expand Green & Public Spaces**

Enhance the community by maintaining and improving parks and community spaces.

**Increase Connectivity & Safety**

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

**None Applicable**

- **Explain how this request fits the City Goals checked above.**  
**If created, this commission will help the council to improve safety and healthy housing, promote and creates safe place and sense of belonging in our city.**

- **Options** - *describe proposed options for moving the idea or issue forward for the body to consider.*

***Draft the language to be reviewed by desired committee for hearing and next steps.***

- **Supporting Documentation** - *are there documents that support your request or that should be considered?*

a) **City of Seattle renters' Commission Ordinance: [CB 118921 - Signed Ord 125280 \(legistar.com\)](#)**

b) **King County Renters' commission [King County Renters Commission - King County](#)**

c)

**Email this form to the Executive Assistant**

The Executive Assistant will email acknowledgement of receipt and begin the process with

the City Manager who is responsible for assigning the Council Request to the appropriate staff.

## Council Request Work Flow

Staff to complete

### STEP 1 City Manager's Office

#### ACTION: Executive Assistant

- Enter CRF on the status report
- Assign a tracking number
- Save CRF on the network drive
- Email receipt of CRF to requestor
- Forward CRF to the City Manager for department head(s) assignment

#### ACTION: City Manager

- Enter date received: 01/13/2022
- Enter Department Head(s) assigned and due date: CED 01/28/2022
- Email CRF to assigned Department Head(s); copy Executive Assistant

### STEP 2 Department Head(s)

#### ACTION: Department Head(s) – Complete each line in this section

- Enter estimated time needed to complete the request (in hours):
  - **Draft the ordinance, present to Council committee for review, revise as needed, and present to City Council for adoption: 60 hours**
  - **Draft application form, review with Council committee, revise as needed: 20 hours**
  - **Ongoing policy development / staffing of a renter's commission / implementation of renter's commission work:**
    - **Preparation of budget amendment: 60 hours**
    - **Est. budget amendment amount: 540 to 1080 hours annually (0.25 to 0.5 FTE)**
      - **Based on 2 items per meeting, with relatively simple work program items.**
      - **Depending on Commission's scope of work / authority, annual staff resource demand may increase.**
      - **It may be challenging to find a professional who is willing to work part-time.**

Enter estimated completion date based on current workload:

**Timing based on current workload and the need to prepare a budget amendment / budget proposal.**

- **Budget amendment for staffing: July 2022**
- **Ordinance to establish Commission: September 2022**
- **Application Materials: September 2022**

What is the estimated budget impact/cost?

- **Preparation of budget amendment: \$5,300 (one-time)**

- Ordinance: \$5,300 (one-time)
- Application: \$1,500 (one-time)
- Staffing of new commission: \$29,200 to \$58,300 (annually, ongoing)

Total (estimated):  
 \$12,100 (one-time)  
 \$29,200 to \$58,300 (annually)

Department Head(s) Comments (*optional*):

**After reviewing this CRF, I believe there may be a simpler, more efficient, and less expensive approach to addressing the goal of this CRF. The goal of the renter’s commission, as described above is to “...have representatives of the renters advise the council members on ideas, policies, regulations to ensure healthy housing and community voice.”**

The SeaTac planning commission is charged with advising the City Council on a very similar set of issues: “...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. ([SMC 2.15.200](#))”

Further, many recommendations (e.g. code or comprehensive plan amendments) by a renter’s commission would likely also require planning commission review before implementation. Overall, creating a renter’s commission with a mission that significantly overlaps with the planning commission’s role would lead to inefficient governance.

Currently, the code requires that: A) four members of the planning commission be residents of the City and B) three members of the commission be business owners.

As an alternative to the requested action in this CRF, staff recommends that the City Council consider amending the code related to the Planning Commission membership (SMC 2.15.200(B)). The City Council could also review and amend the scope of work assigned to the Planning Commission.

- Estimated Time: Draft the ordinance, present to Council committee for review, revise as needed, and present to City Council for adoption: 60 hours
- Estimated Completion Date: July 2022
- Estimated Cost: \$5,300 (one-time)
  - The Planning Commission is currently supported by existing CED staff. It is possible that additional staffing resources may be required if the City Council significantly increases the Planning Commission’s workload.

Email CRF to City Manager by due date  
 Emailed to City Manager 1/28/2022

### STEP 3 City Manager’s Office

#### ACTION: City Manager

- Review Department Head input
- Select a box below in accordance with the Council Administrative Procedures.

- Minor Less than one hour
- Minor And, Council referral/approval requested due to nature of request
  
- Significant More than one hour, but less than three hours
- Significant And, Council referral/approval requested due to subject
  
- Major More than three hours (Council referral/approval required)

Email to the Executive Assistant

#### STEP 4 City Manager's Office

##### ACTION: Executive Assistant

Email CRF to City Council [2/7/22](#)

##### Minor and Significant

Email CRF to Department Head(s) to complete the final response section

##### Minor and Significant – Council referral/approval requested or Major

Provide City Manager with CRF for next Council Meeting

##### ACTION: City Manager

##### Major

Take CRF to the next City Council Meeting for Council approval and Committee Referral, or denial [RCM 2/8/22](#)

#### STEP 5 City Manager's Office

##### Major

##### ACTION: City Manager

##### If Council did not approve referral to Committee:

Notify Executive Assistant and assigned department head(s).

##### If Council approved referral to Committee:

Enter Council approval date: [2/9/22](#)

Committee referral (if applicable): PED

Notify responding Department Head(s) Evan Maxim, Gwen Voelpel

Notify Executive Assistant

##### ACTION: Executive Assistant

##### If Council did not approve CRF:

Update the CRF form

Email updated CRF form to City Council

Update the status report (mark item closed)

Move CRF form to the closed folder

√**DONE**

**If Council did approve CRF and referral to Committee:**

- Update the CRF form
- Email updated CRF form to City Council
- Update the status report (mark item closed)
- Move CRF form to the closed folder

√**DONE**



# RENTERS' COMMISSION (CRF2022-001)

MARCH 24, 2022





# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

- On February 8, 2022, City Council referred CRF2022-01 to the PED Committee
- Staff is seeking direction regarding the creation of a Renters' Commission
- Alternatively, review and update the Planning Commission's membership

## WHY IS THIS ISSUE IMPORTANT?

1. Advisory committees and commissions are intended to advise the City Council on policy issues.
2. A Renters' Commission would create greater opportunity for the City Council to be advised by SeaTac residents who are also renters.
3. The creation of a new commission represents an investment of time and monetary resources by the City Council.
4. Alternative approaches could achieve the goal and be less expensive.



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

- Provide direction to the staff to:
  1. Proceed with the work required to establish a Renters' Commission; or
  2. Proceed with the review and evaluation of the current Planning Commission approach; or
  3. Halt further work on this subject.

## STAFF RECOMMENDATION

- Proceed with the review and evaluation of the current Planning Commission approach

## REVIEWS TO DATE

- RCM: 2/8/2022
- PED: 3/24/2022 (Today)



# CRF2022-01

## RENTERS' COMMISSION – PROPOSED SCOPE

- Purpose: Residents who are also renters should advise the City Council on ideas, policies, and regulations to ensure healthy housing and community voice.
  - Based on Seattle & King County's Renters' Commissions
- Summary of duties:
  - Issues and policies affecting renters including, but not limited to, housing affordability, transportation access, green and other public spaces, land use, renter protections, public health and safety, education, and economic growth;
  - Monitor legislation related to renters and renter protections;
  - Advise on priorities, policies, and strategies for strengthening and enhancing the enforcement and effectiveness of renter protections;
  - Annual work plan; and
  - Engage with City Council, community, landlords to inform their work.



# CRF2022-01

## RENTERS' COMMISSION – REQUIRED ACTION, COST, & TIME

- Required actions & costs:
  - Ordinance preparation and adoption, and application form preparation and adoption
    - One-time: 140 hours, equivalent to **\$12,100**
  - Budget amendment for staffing, ongoing policy development, implementation
    - On-going: 540 to 1080 hours (annually), equivalent to **\$29,200 to \$58,300/year**
    - May increase depending on scope of work
- Time:
  - Budget amendment: **July 2022**
  - Ordinance, application materials: **September 2022**



# ALTERNATIVE: PLANNING COMMISSION

## PLANNING COMMISSION - OVERVIEW

- Membership
  - Four members who are residents
  - Three members who own / operate / employed by business
- Summary of duties (SMC 2.15.200):
  - Recommendations on the adopt of plans (including Comprehensive Plan), policies, programs, and services related to land use, transportation, community facilities, and development regulations
  - Recommendations on amendments and / or new development regulations
  - Conduct public hearings
  - Engage in research and fact finding, including surveys, analyses, and reporting





# ALTERNATIVE: PLANNING COMMISSION

## PLANNING COMMISSION – COMPARISON CITIES

City	Renters' Commission	Residency Requirement	Business Representative	Renter vs. Homeowner	Term Limit
SeaTac	No.	No. Four members must live in City.	Yes. Three members business; resident if no business.	No.	No.
Seattle (CRF2022-01)	Yes. <a href="#">SMC 3.65</a>	Yes.	Yes. One engineer or architect/urban planner, required	No.	Yes. Two terms.
Federal Way	No.	Yes.	No.	No.	No.
Burien	No.	Yes.	No.	No.	Yes. Two terms.
Kent	No.	Yes.	No.	No.	No.
Tukwila	No.	No. Resident or business owner.	Yes. One member representing business, required	No.	No.
Renton	No.	Yes.	No.	No.	No.
Issaquah	No.	No. Residents preferred.	Yes, but not required	No.	No.
Shoreline	No.	Yes.	No.	No.	Yes. Two terms.
Maple Valley	No.	No. No more than one non-resident business owner	Yes, but not required	No.	No.



# ALTERNATIVE: PLANNING COMMISSION

## PLANNING COMMISSION – ALTERNATIVE ACTION, COST, TIME

- City Council could modify the Planning Commission’s membership and / or scope of work – possible benefits:
  - New community viewpoints
  - Efficient policy review and action on renters’ concerns
  - Planning Commission is currently staffed, reducing anticipated cost
- Alternative actions & cost:
  - Committee review of membership, Planning Commission duties, ordinance preparation, and adoption
    - One-time: 60 hours equivalent to **\$5,300**
    - Please note, additional staff resources may be required if the Planning Commission work plan increases significantly
- Time:
  - Committee review, ordinance: July 2022



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

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