



# Planning Commission Agenda

**June 21, 2022**  
**5:30 pm**  
**Hybrid Meeting**

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:** Alyne Hansen (Vice Chair), Tom Dantzler, Tony Zuniga Sanchez, Jagtar Saroya, Bandhanjit Singh, Karin Ellis, Damiana Merryweather

**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		Vice Chair	5:30 (2 min)
2	Election of Chair	Motion	Vice Chair	5:32 (5 min)
3	Approval of the minutes of May 17, 2022, meeting.	Review and Approve	Members	5:37 (3 min)
4	Public Comment on items <u>not</u> on the agenda.  <i>Comments on agenda items will be addressed after the staff presentation and Commission discussion on each item below.</i>  <i>See Public Comment Process below.</i>		Chair	5:40 (3 min)
5	Code Amendments: Reentry Centers (also known as “halfway houses”)	Discussion and Direction	Staff and Members	5:43 (60 min)
6	July 2022 - June 2023 Work Plan	Review and Approve	Members	6:43 (15 min)
7	CED Staff Report	Briefing	Staff	6:58 (3 min)
8	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	7:01 (2 min)
9	Adjourn			7:03

*This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City’s website <https://www.seatacwa.gov/seatvlive> and click play.*

***As the City transitions to a hybrid format, please be patient. We are trying our best to make everything work as seamlessly as possible, but that requires many people, technologies, and systems to work together. Thank you.***

**Public Comment Process:** The commission will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 3:30 pm the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. 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](mailto: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 May 17, 2022 Meeting**

**Members present:** Tej Basra, Alyne Hansen, Jagtar Saroya, Bandhan (Brandon) Singh, Tony Zuniga Sanchez

**Members absent:** Andrew Ried-Munro, Tom Dantzler

**Staff & Others**

**Present:** Evan Maxim, *CED Director*; Jenn Kester, *Planning Manager*; Alena Tuttle, *Associate Planner*; Peter Kwon, *Councilmember*; Barbara Mailo, *Admin 3*; SeaTV

**1. Call to Order/Roll Call**

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

**2. Approval of the minutes of May 3, 2022 meeting**

Commissioner Hansen motioned to approve the minutes. Second by Commissioner Sanchez. Unanimous approval of meeting minutes.

**3. Public Comments on items not on the agenda**

None

**4. Code Amendments: “Halfway House”, “Work Release Facilities”, and similar uses.**  
Presented by Associate Planner Alena Tuttle.

The purpose of the presentation was to provide overview of zoning and locations of existing re-entry centers, an overview of compatibility in SeaTac, City of Wenatchee site, and economic development impacts, and to seek further questions, comments, concerns from the Planning Commission.

The presentation included the following:

- Zoning Designation, location, and occupancy of current reentry centers in Washington:
  - City of Bellingham – (50)
  - City of Kennewick – (40)
  - City of Longview – (89)
  - City of Olympia – (26)
  - City of Port Orchard – (63)
  - City of Seattle – (45 & 47)
  - City of Spokane – (84 & 55)
  - City of Tacoma – (90)
  - City of Yakima – (101)
- SeaTac “Halfway House” Zoning Designations
- Potential Sites Based Upon Zoning Designations
- Hotel / Motel Properties
- Residential Density
- City of Wenatchee Re-entry Center
- Neighboring Business Compatibility

**Potential Committee Action:**

Committee Action Requested: Staff is seeking additional PC questions, comments, and concerns in order to prepare for further discussion.

**5. CED Staff Report**

Presented by Planning Manager Jenn Kester.

- Per Governor's directive, as of June 1<sup>st</sup>, the city must provide in-person public commenting unless it is not feasible. City staff working on providing hybrid meetings. The city is changing its virtual platform from GoToMeeting to Zoom. Call-in line will be going away. There will be updates regarding participation and commenting in the meetings. This change may mean that the June 7<sup>th</sup> meeting is cancelled to provide staff time to work out the technical issues.
- Council has begun discussion at looking at the make-up of the Planning Commission. The PED Committee begins their discussion on that issue in May. Planning Commission Membership – Mayor asked for extended call for applicants. Mayor appointed two new members to the Planning Commission. This is the last meeting for Chair Basra and Commissioner Ried-Munro.

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

- Chair Basra commented that he enjoyed his time on the Commission. He also expressed appreciation for the people he has worked with and that he hopes to stay in touch with everyone.
- Vice Chair Hansen expressed gratitude and appreciation for Chair Basra's years of service.
- Commissioner Sanchez expressed gratitude for Chair Basra's service.

**7. Adjournment**

Vice Chair Hansen moved to adjourn meeting. Second by Commissioner Sanchez. Meeting adjourned at 6:58 pm.





## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 21, 2022  
To: Planning Commission (PC)  
From: Alena Tuttle, Associate Planner  
Subject: Code Amendments: "Halfway House", "Work Release Facilities", and similar uses.

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### **Purpose**

Planning Commission discussion at this meeting will focus on determining preferred zoning designations, development regulations and permitting process for the appropriate siting of a Reentry Center in SeaTac.

Draft Code language will be prepared based upon the outcomes of this meeting and brought back to Planning Commission for future review and to meet moratorium timelines.

Please refer to exhibits 1-4 for information addressing outstanding questions brought forth during the May 3<sup>rd</sup>, 2022 meeting regarding further clarification on the types of individuals and associated convictions that may be eligible for placement in a Reentry Center; and the May 17<sup>th</sup>, 2022 meeting regarding mapping frequent high capacity transit routes/stops and location of schools.

### **Overview**

The majority of existing Reentry Centers in Washington State are located in residential zones, either single family or multi-family, and tend to be near commercial zoning and services. These sites have been established over a decade ago and the current code from the same municipalities continue to allow these uses in residential/commercial mixed use zoning designations.

Based upon research conducted to date, staff concurs that such zoning designations are appropriate for Reentry Centers. However, staff recommends that SeaTac's code should support neighborhood compatibility without being detrimental to reintegrating individuals into the community and supporting an environment conducive to transportation, employment, education, and rehabilitation needs.

Below are a series of questions that will be used as a discussion guide to gain more specific direction from the Planning Commission.

### **Planning Commission Discussion**

Question 1: *Should a Reentry Center be located within a residential zoning designation?*

Considerations:

- a. High density multi-family (i.e., Urban High Density Residential (UH-900)) housing environments have potential linkage to high capacity transit modes, community, and small business land uses.

- b. If capacity limits were established, a smaller scale facility could blend in with other multi-family structures allowed in high density residential zones.
- c. Living around others in a more residential environment may help transition individuals into the community by refining various social and living skills.

Question 2: *Should a Reentry Center be located within the Urban Center?*

Considerations:

- a. The highest concentration of transit, including Light Rail stations are located along/near International Blvd (see exhibit 3).
- b. New employment partnerships may be established with local businesses after the siting of a new facility. There are currently several chain businesses that are pre-approved and have locations in SeaTac or neighboring cities, including businesses in the hospitality industry. A site within the Urban Center may provide easier access to employment.
- c. The Urban Center boundary also contains the Overlay Districts in which the “halfway house” use is currently prohibited. Note: “Halfway House” is the code’s current term for Reentry Centers; Overlay Districts are: S 154<sup>th</sup> Street and Angle Lake Station Areas and the City Center.
- d. The former site under consideration by the Department of Corrections is located in the Community Business in the Urban Center (CB-C) zone.
- e. Siting a Reentry Center near the Airport was a concern voiced from the Planning Commission as the use posed a crime risk and bad impression on tourists.
- f. Most of the parcels across from the airport are within the City Center Overlay District.

Question 3: *Should this land use (“Halfway House”) be buffered from other uses?*

Considerations:

- a. Planning Commission mentioned a concern about Reentry Centers being near schools (see exhibit 4 for vicinity map).
- b. Sex offenders likely not eligible for placement in a facility due to screening policy.

Question 4: *What performance standards and/or development regulations would be beneficial to establish?*

Considerations:

- a. Occupancy limits, appearance/design standards, parking, access to services and transportation.
- b. Department of Corrections has established policies and rules of conduct.

Question 5: *Should Reentry Centers be reviewed through the Essential Public Facility process or a Major Conditional Use permit?*

Considerations:

- a. In current code, the deciding factor of “difficult to site” determines whether or not the use gets processed as an Essential Public Facility (EPF) or a Conditional Use (CUP). Is this decision criteria best suited for Reentry Centers?
- b. Through the EPF process, the City Council establishes an Ad Hoc Committee by appointing up to seven members and the Planning Commission appointing one member. The Committee ultimately makes a recommendation to the Hearing Examiner or City Council. The decisionmaker is chosen by the City Council.
- c. Through the Major Conditional Use process, staff ultimately makes a recommendation to the Hearing Examiner.
- d. Both processes have a public hearing requirement.

### **Next Steps**

Staff will take the direction provided at this meeting and prepare draft code language for Planning Commission review at your July 19, 2022 meeting. A public hearing of the draft code is tentatively scheduled for October 4, 2022. Furthermore, staff will be conducting SEPA review and Department of Commerce review of the draft code later in July-August. This schedule allows the City Council to adopt code amendments no later than their meeting on November 22, 2022.

### **Attached Items (Exhibits)**

1. Graduated Reentry Program & Reentry Eligibility Information Continued
2. DOC Transitional Housing (vicinity map)
3. Transit Stops and Routes (vicinity map)
4. School Locations (vicinity map)
5. SeaTac Zoning Map
6. SeaTac Vicinity Map
7. Hotel/Motel Residential Density Map
8. SMC 15.115.040 Essential Public Facilities Code
9. SMC 15.115.020 Conditional Use Permit Code
10. PowerPoint

## **Graduated Reentry Program & Reentry Eligibility Information Continued**

Through the new Legislation passed in 2021 (SB5121), incarcerated individuals have the opportunity to transition into their communities through the following pathways:

- Track One: Prison to Reentry Center (up to 12 months remaining on sentence) to Electronic Home Monitoring (EHM) (up to five months remaining on sentence) to Release or Prison to EHM (five months) to Release.
- Track Two: Prison to EHM (up to 18 months remaining on sentence) to Release.
- Traditional Reentry Center: Prison to Reentry Center (up to six months remaining on sentence) to Release.

Incarcerated individuals are referred to the program by a classification counselor. After prescreening, the individual is placed on a waiting list. The list is not necessarily first come, first serve. Admission into the program is based upon factors such as completion of a treatment program (if eligible) which reduces the risk to reoffend, staying infraction free and creating a feasible and realistic individualized case plan detailing what are they interested in accomplishing and what would aid in making them successful.

Individuals participating in the Reentry Center program on average have been incarcerated for five years or less. The rational being, while individuals are in full confinement, the community and built environment around them may go through many changes over time. This makes transition back into society more shocking and difficult to navigate for individuals that serve a longer sentence. An incarcerated individual having served 10+ years go through a different step down transitional program that takes longer than the traditional six months Reentry Center allocation to acclimate the individual into reentering society. This helps explain why for instance, someone convicted of first degree murder who would typically spend 20 yrs. in full confinement, will rarely ever be enrolled in the Reentry Center program.

Once Individuals have reached their release date, they are released to their County of origin, where their first conviction took place (not necessarily the crime they are currently serving time for). A concern expressed by PC is that individuals within a potential Reentry Center in SeaTac will then be released into the City of SeaTac. While that may be true for some, it does not pertain to all. The individual must provide an address to where they wish to be released within the County (King County). A family member or support person/agency willing to provide assistance but located in a different County may be approved, but not guaranteed. The residence and its inhabitants must comply with all conditions of supervision, i.e., drugs, alcohol, and firearms are prohibited.

The Department of Corrections may issue rental vouchers for up to six months if an approved address cannot be obtained without the assistance of that voucher. There are currently four residential properties across the City of SeaTac that accept the DOC rental vouchers (see exhibit 2).

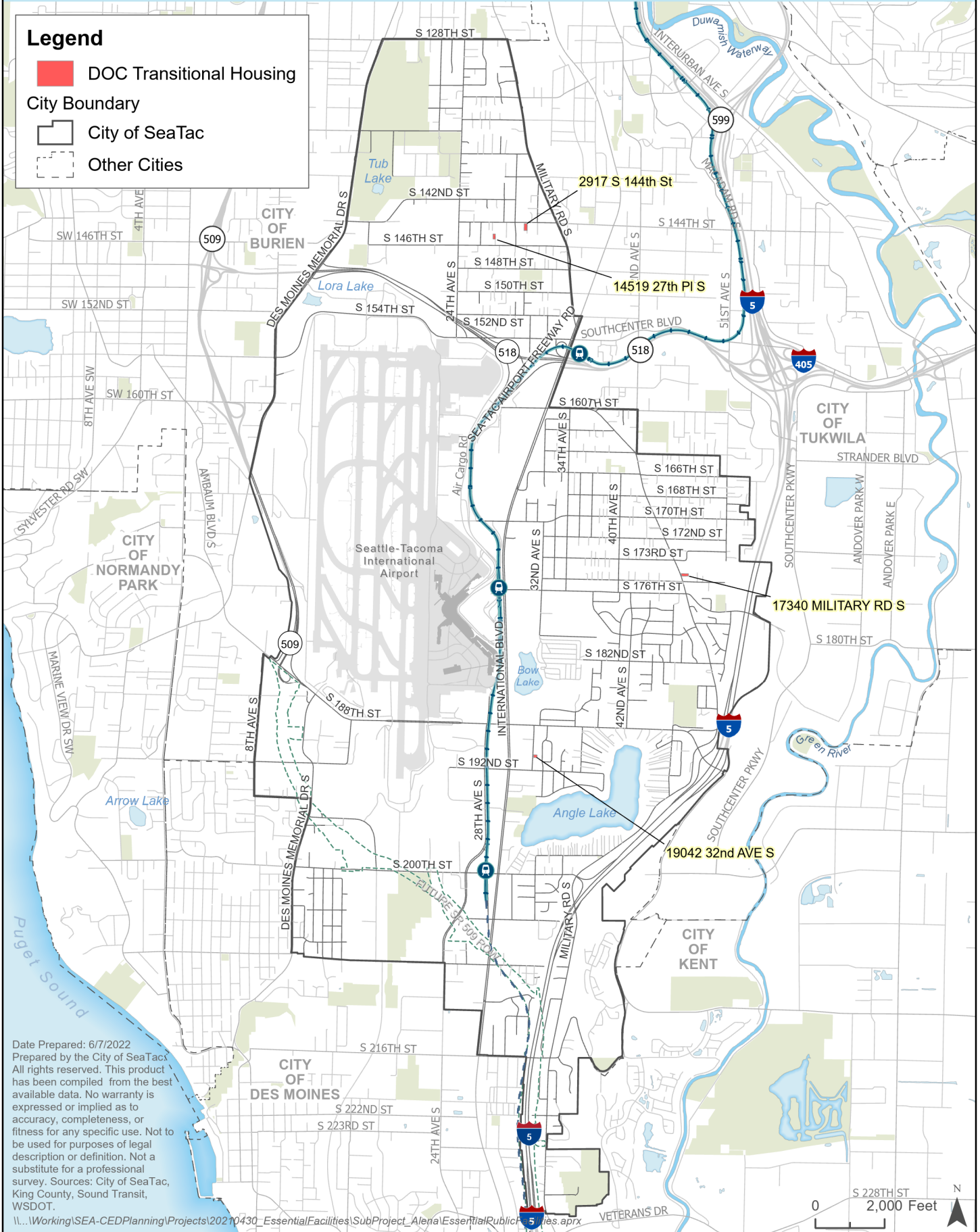
# DOC Transitional Housing

City of SeaTac



## Legend

- DOC Transitional Housing
- City Boundary
- Other Cities



Date Prepared: 6/7/2022  
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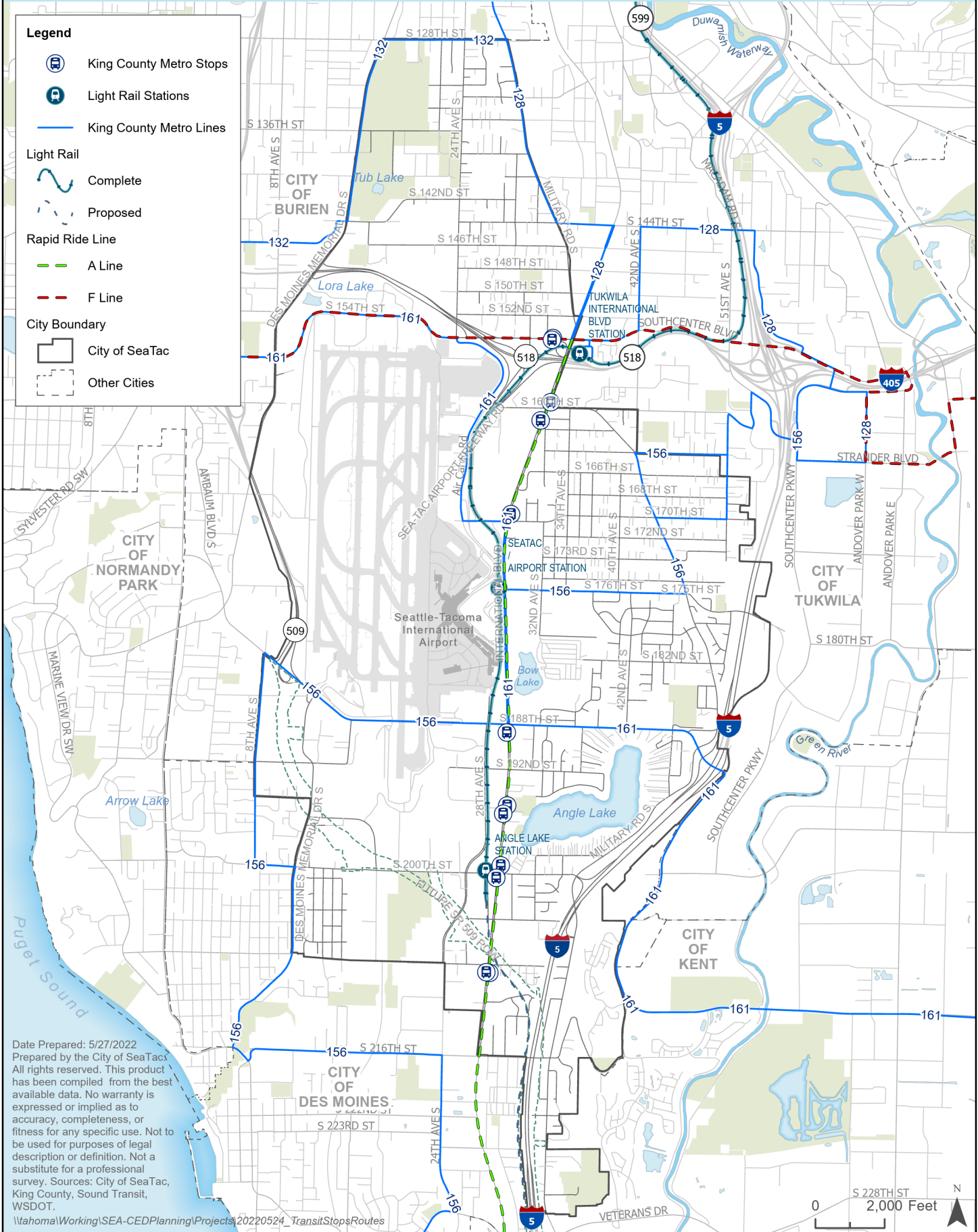
# TRANSIT STOPS AND ROUTES

City of SeaTac



**Legend**

-  King County Metro Stops
-  Light Rail Stations
-  King County Metro Lines
- Light Rail**
-  Complete
-  Proposed
- Rapid Ride Line**
-  A Line
-  F Line
- City Boundary**
-  City of SeaTac
-  Other Cities



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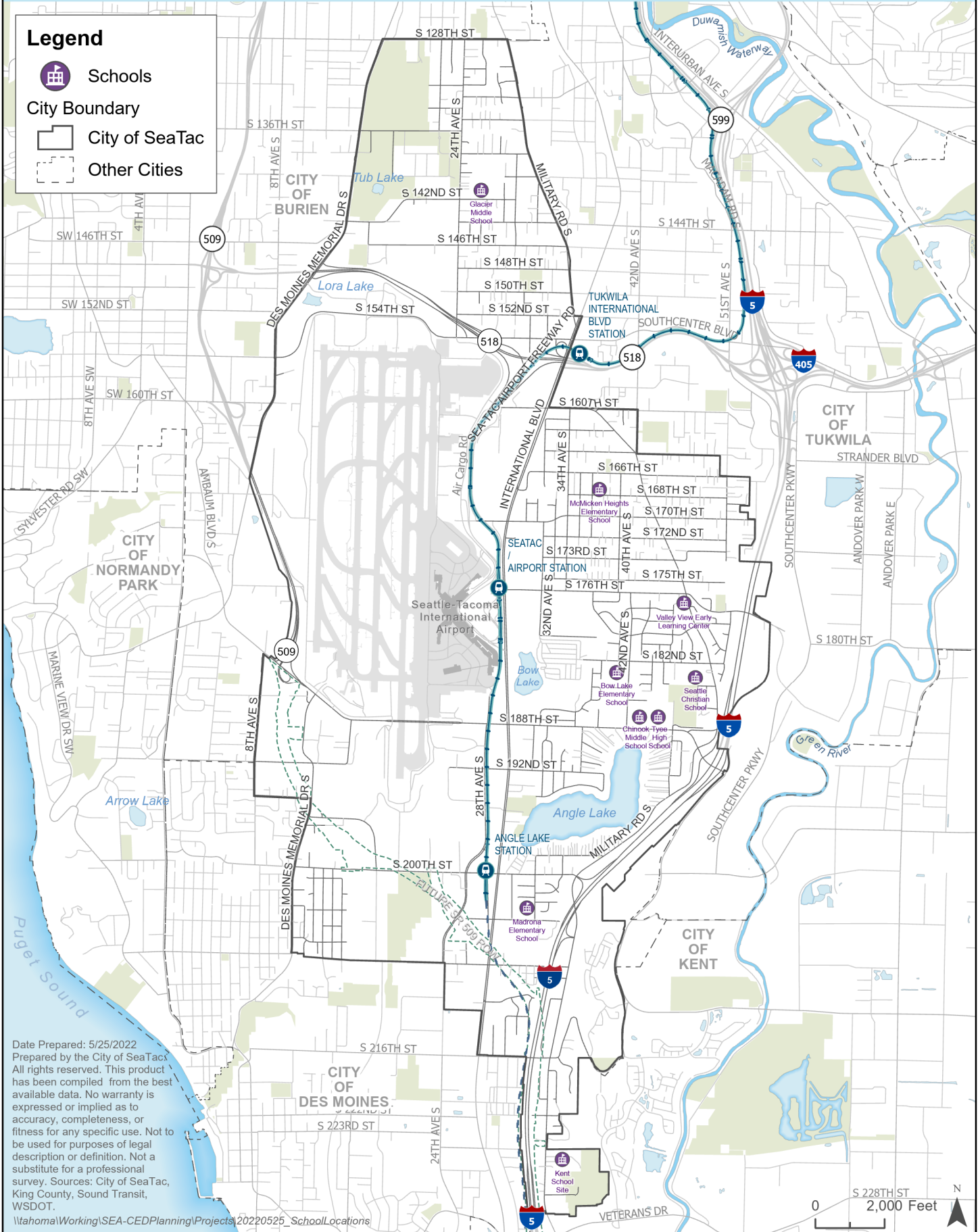
# SCHOOL LOCATIONS

City of SeaTac



## Legend

- Schools
- City of SeaTac
- Other Cities



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# Zoning

**Zoning Classification**

**Urban Low Density Residential**

- UL-15,000
- UL-9,600
- UL-7,200

**Townhouse**

- Townhouse (T)

**Urban Medium Density Residential**

- UM-3,600
- UM-2,400
- Mobile Home Park (MHP)

**Urban High Density Residential**

- UH-1,800
- UH-900
- UH-UCR

**Other Zones**

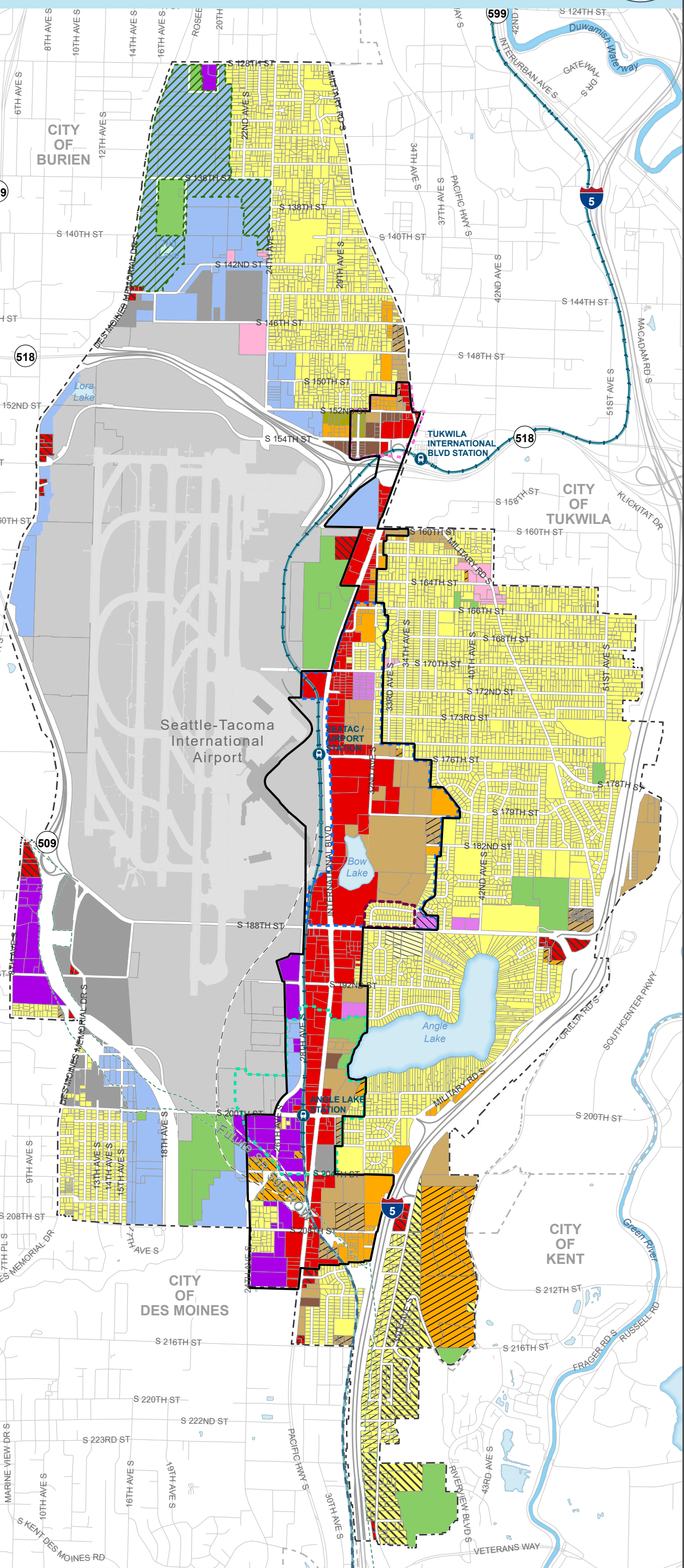
- Neighborhood Business (NB)
- Office/Commercial/Mixed Use (O/C/MU)
- Office/Commercial Medium (OCM)
- Community Business (CB)
- Community Business in Urban Center (CB-C)
- Regional Business Mix (RBX)
- Industrial (I)
- Aviation Commercial (AVC)
- Aviation Operations (AVO)
- Park (P)

**Overlay Zone**

- High Density Single Family Overlay Zone (HDS-OZ)

**Overlay Districts & Special Boundaries**

- City Center Boundary
- Angle Lake Station Area Boundary
- S 154th St Station Area
- Bow Vista Neighborhood
- Urban Center Boundary
- North SeaTac Park is covered under the "Tri-Party Agreement" between King County, the City of SeaTac, and the Port of Seattle, dated July 9, 1991, that provides for its use as a park until January 21, 2045
- Future SR-509 Right-of-Way
- Future South Access Expressway
- Light Rail Station
- Light Rail
- Light Rail Proposed
- City Boundary



**CITY OF NORMANDY PARK**

**CITY OF DES MOINES**

**CITY OF KENT**

**Seattle-Tacoma International Airport**

**Angle Lake Station**

**S 154th St Station Area**

**Bow Vista Neighborhood**

**Urban Center Boundary**

**Future SR-509 Right-of-Way**

**Future South Access Expressway**

**Light Rail Station**

**Light Rail**

**Light Rail Proposed**

**City Boundary**

0 2,000 Feet

0 0.5 Miles

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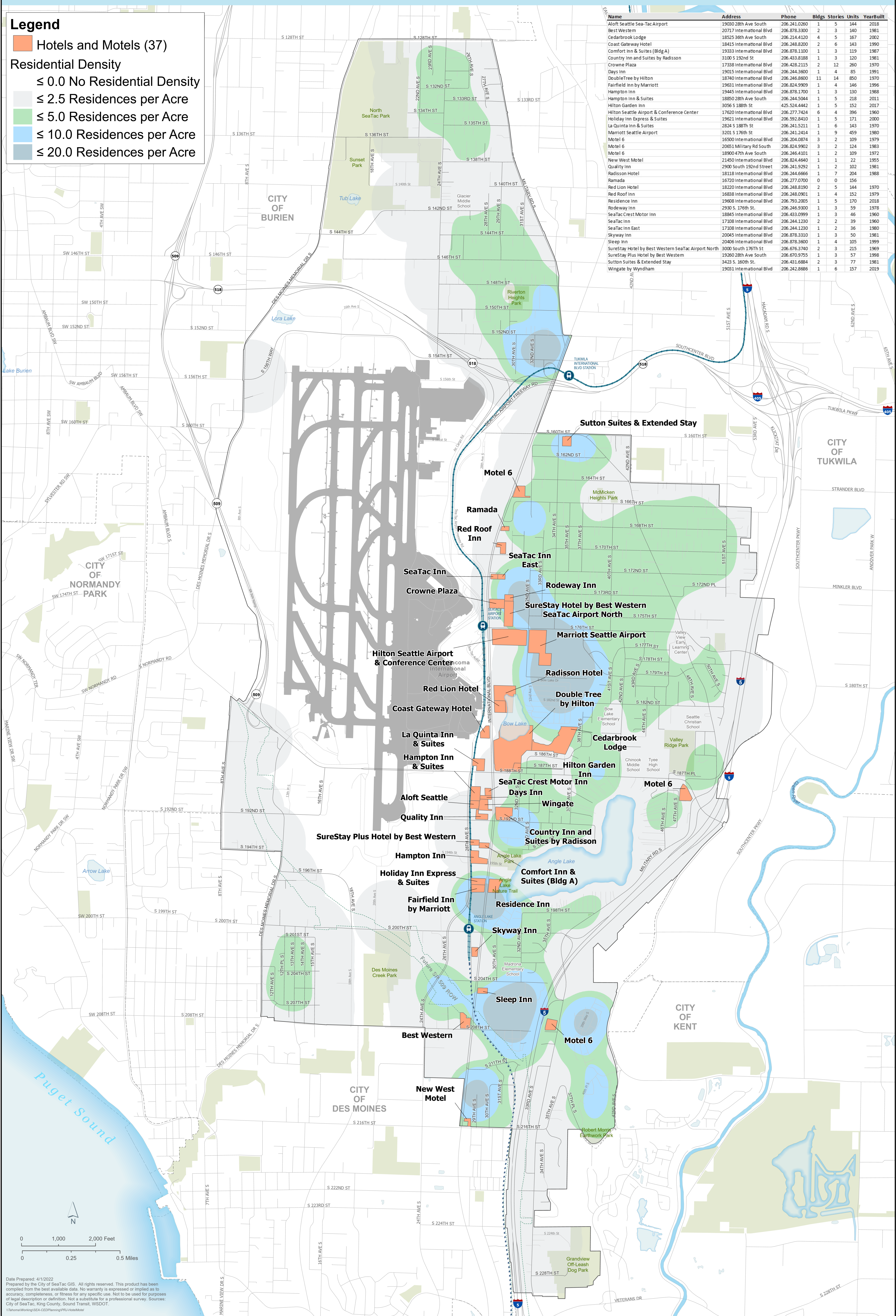
# HOTEL / MOTEL PROPERTIES



## Legend

- Hotels and Motels (37)
- Residential Density
- ≤ 0.0 No Residential Density
- ≤ 2.5 Residences per Acre
- ≤ 5.0 Residences per Acre
- ≤ 10.0 Residences per Acre
- ≤ 20.0 Residences per Acre

Name	Address	Phone	Bldgs	Stories	Units	YearBuilt
Aloft Seattle Sea-Tac Airport	19030 28th Ave South	206.241.0260	1	5	144	2018
Best Western	20717 International Blvd	206.878.3300	2	3	140	1981
Cedarbrook Lodge	18525 36th Ave South	206.214.4120	4	5	167	2002
Coast Gateway Hotel	18415 International Blvd	206.248.8200	2	6	143	1990
Comfort Inn & Suites (Bldg A)	19333 International Blvd	206.878.1100	1	3	119	1987
Country Inn and Suites by Radisson	3100 S 192nd St	206.433.8188	1	3	120	1981
Crowne Plaza	17338 International Blvd	206.428.2115	2	12	260	1970
Days Inn	19015 International Blvd	206.244.3600	1	4	85	1991
DoubleTree by Hilton	18740 International Blvd	206.246.8600	11	14	850	1970
Fairfield Inn by Marriott	19631 International Blvd	206.324.9909	1	4	246	1996
Hampton Inn	19445 International Blvd	206.878.1700	1	3	120	1988
Hampton Inn & Suites	18850 28th Ave South	206.244.5044	1	5	218	2011
Hilton Garden Inn	3056 S 188th St	425.524.4442	1	5	152	2017
Hilton Seattle Airport & Conference Center	17620 International Blvd	206.277.7424	6	4	896	1960
Holiday Inn Express & Suites	19621 International Blvd	206.592.8410	1	5	171	2000
La Quinta Inn & Suites	2824 S 188th St	206.241.5211	1	6	143	1970
Marriott Seattle Airport	3201 S 176th St	206.241.2414	1	9	459	1980
Motel 6	16500 International Blvd	206.204.0874	3	2	109	1979
Motel 6	20651 Military Rd South	206.824.9902	3	2	124	1983
Motel 6	18900 4th Ave South	206.246.4101	1	2	109	1972
New West Motel	21450 International Blvd	206.824.4640	1	1	22	1955
Quality Inn	2900 South 192nd Street	206.241.9292	1	2	102	1981
Radisson Hotel	18113 International Blvd	206.344.6666	1	7	204	1988
Ramada	18720 International Blvd	206.277.0700	0	0	156	
Red Lion Hotel	18220 International Blvd	206.348.8190	2	5	144	1970
Red Roof Inn	18638 International Blvd	206.248.0901	1	4	152	1979
Residence Inn	19608 International Blvd	206.793.2005	1	5	170	2018
Rodeway Inn	2930 S. 176th St.	206.246.9300	1	3	59	1978
SeaTac Crest Motor Inn	18845 International Blvd	206.433.0999	1	3	46	1960
SeaTac Inn	17108 International Blvd	206.244.1230	2	2	39	1960
SeaTac Inn East	17108 International Blvd	206.244.1230	1	2	36	1980
Skyway Inn	20045 International Blvd	206.878.3310	1	3	50	1981
Sleep Inn	20406 International Blvd	206.878.3600	1	4	105	1999
SureStay Hotel by Best Western SeaTac Airport North	3000 South 176th St	206.676.3740	2	3	215	1969
SureStay Plus Hotel by Best Western	19260 28th Ave South	206.670.9755	1	3	57	1998
Sutton Suites & Extended Stay	3423 S. 160th St	206.431.6884	2	3	77	1981
Wingate by Wyndham	19031 International Blvd	206.242.8686	1	6	157	2019



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## 15.115.040 Essential Public Facilities

A. **Purpose.** The purpose of this section is to establish a formal process for identifying and siting of essential public facilities (EPFs).

B. **Included Essential Public Facilities.** EPFs subject to this section include, but are not limited to, those facilities identified in the EPF definition (SMC [15.105.050](#)), the Seattle-Tacoma International Airport, Interstate 5, State Route 509 (both current and proposed extensions), State Route 518, the Federal Detention Center, the King County Bow Lake Solid Waste Transfer Station, and the Sound Transit's "LINK" Light Rail System.

C. **Threshold Review.** During or within forty-five (45) days subsequent to the mandatory preapplication meeting required by SMC [16A.05.020](#), Preapplication Meetings, the Director shall make a threshold determination, and advise the potential applicant in writing of such determination, whether the proposed project is an EPF and, if so, whether it is difficult to site. In making said determinations, the Director shall broadly and liberally apply the definition of an EPF in consideration of the full range of proposed and potential services to be provided to the public, whether provided directly by, funded by, or contracted for by a governmental agency, or provided by a private entity or entities subject to public service obligations. The determination of whether an EPF will be difficult to site shall be made by the Director upon known or reasonably perceived and articulable facts. Proposed projects determined not to be EPFs, and proposed projects determined to be EPFs but also determined to be not difficult of siting, shall be reviewed and processed as any other similar project pursuant to the City Development Code without regard to this section.

These requirements shall not be construed to limit the appropriate use of schools and other facilities for emergency shelters in disaster situations.

D. **Applications for EPF Projects.** All proposed projects determined to be EPFs and determined to be difficult to site or expand shall be reviewed and conditioned in accordance with all requirements of this code and, in addition, with the conditional use permit procedure, herein referred to as the CUP-EPF review procedure. All applications shall contain the following information:

1. A detailed written description of the proposed and potential public services to be provided, the source or sources of funding, and identification of any applicable public regulatory agencies;
2. A written statement of the need, in statistical or narrative form, for the proposed project currently and over the following ten (10) year period;

3. An inventory of known, existing or proposed facilities, by name and address, within King County, or within the region, serving the same or similar needs as the proposed project;
4. An explanation of the need and suitability for the proposed facility in the proposed City location(s);
5. Information regarding the number of jurisdictions affected or served by the proposed EPF;
6. An analysis of the environmental, social, economic, financial and infrastructure impacts of the proposed EPF, including an assessment of the proportionate financial impacts on affected jurisdictions, and consideration of copies of agreements which allocate the financial burdens of the proposed project on the City and other jurisdictions;
7. An analysis of the proposal's consistency with the City of SeaTac Comprehensive Plan and development regulations, and plans and policies of other affected jurisdictions, including but not limited to the King County Countywide Planning Policies;
8. Documentation of public involvement efforts to date, including public and agency comments received, and plans for future public participation;
9. Such information as requested by staff to complete the preliminary analysis and/or information to assist the Ad Hoc Committee, City staffs and City Council in making the final determination on the CUP-EPF.

E. **CUP-EPF Review Process.** All EPFs shall be subject to the following CUP-EPF review procedure:

1. **Project Notification.** The applicant, after a preapplication meeting, shall notify the City as soon as possible of intent to submit a CUP-EPF review application. If the applicant does not notify the City of a pending EPF review application, the City may make an initial determination of whether the proposed project is subject to CUP-EPF review, and shall notify the project proponent, in writing, of the City's determination.
2. **Environmental Review.** The EPF project shall comply with all applicable SEPA/NEPA requirements and the proponent shall mitigate identified environmental impacts as conditions of CUP-EPF approval.
3. **Formation of Ad Hoc Committee.** The City Council shall establish an Ad Hoc Committee by appointing up to seven (7) members and the Planning Commission appointing one (1) member, for each CUP-EPF application. The Ad Hoc Committee may include representatives of the Planning Commission or other persons with detailed knowledge of City land use or transportation issues. The Ad Hoc Committee shall be

appointed by the City Council within seventy-five (75) days of the determination by the Director that the proposed project is an EPF, pursuant to subsection (C) of this section.

a. The City Council will establish a time frame of not more than sixty (60) days, unless a longer time frame is necessary due to an EPF project timeline, in which the Ad Hoc Committee must review, consult and issue recommended conditions for the EPF. This time frame may be extended only by the authority of the City Council, and shall not be extended more than a maximum of three (3) such time periods, unless the applicant agrees that more time is needed.

b. Prior to accepting an appointment on the Ad Hoc Committee, an appointee must divulge any vested interest in any properties or businesses, the value of which could be substantially affected by the committee's recommendations, if any.

4. **Ad Hoc Committee Review and Coordination.** The Ad Hoc Committee shall make recommendations to the designated hearing body 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. City staff shall prepare an analysis of the CUP-EPF application for use by the Ad Hoc Committee. The Ad Hoc Committee shall review the staff analysis of the proposed EPF project and prepare written recommendations on each of the following:

a. Any criteria identified in subsection (F) of this section that was reviewed by the Ad Hoc Committee; and

b. Whether the project should include a zoning overlay; and

c. Any recommended conditions for mitigating the impacts of the proposed EPF under the authority of the City's SEPA ordinances, Comprehensive Plan and development regulations.

The Ad Hoc Committee shall present its draft recommendations to the Planning Commission and, upon receiving input of the Planning Commission, shall prepare final written recommendations to the designated hearing body.

5. **Designated Hearing Body.** The Hearing Examiner shall 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. The City Council's determination should be based on the following criteria:

a. Size of project;

b. Area of City affected by proposed project;

- c. Environmental impact on sensitive areas;
- d. Timing of project.

6. **Staff Report.** The Department shall prepare a staff report, which shall include Planning Commission comments, as well as the final recommendations of the Ad Hoc Committee. The staff report shall also include an evaluation of the consistency of the proposed EPF, as recommended by the Ad Hoc Committee, with the City's adopted Comprehensive Plan and development regulations, and shall include proposed findings, proposed conclusions, and proposed recommendations for disposition of the proposed CUP-EPF to the designated hearing body for a public hearing.

7. **Public Hearing and Decision.** The designated hearing body shall hold a public hearing pursuant to SMC [16A.13.020](#), Procedure for Public Hearing, to make findings and issue a decision. The notice of such public hearing shall be consistent with SMC [16A.13.010](#), Notice of Public Hearing. A final decision shall be rendered by the designated hearing body in accordance with Chapter [16A.15](#) SMC, Notice of Decision.

F. **Ad Hoc Committee Review Criteria.** In making its recommendations the Ad Hoc Committee should consider the following:

1. Whether the proposed site is adequate in size and shape for the proposed project and the use conforms, or can aesthetically conform, to the general character of the neighborhood.
2. The proportionate financial burdens of the proposed EPF on the City and other affected jurisdictions, and whether they are reasonably mitigated as provided in an inter-jurisdictional agreement, or by other means.
3. Whether the proposed EPF is compatible with the following:
  - a. Availability and physical constraints of land.
  - b. Compatibility with adjacent and nearby land uses.
  - c. Mitigation of likely adverse environmental impacts, including but not limited to erosion, sensitive areas, noise, odor, traffic, and air and water quality.
  - d. Basic infrastructure standards, such as vehicular traffic, and the availability of necessary utilities and services.
  - e. The City of SeaTac's Comprehensive Plan, development regulations, and SEPA regulations.

- f. Any existing and applicable City inter-jurisdictional agreements.
- g. Siting of secure community transition facilities must be in accordance with the siting criteria of Chapter [71.09](#) RCW, and regulations adopted pursuant thereto. In addition, no secure community transition facility shall be sited closer than three hundred thirty (330) feet from any residentially zoned property.

**G. Designated Hearing Body Review Criteria.** The designated hearing body, giving substantial weight to the recommendations of the Ad Hoc Committee and the staff report, shall review the application under the following criteria:

1. Whether the proposed action is consistent with the criteria under subsection (F) of this section;
2. Whether modifications to recommended conditions or restrictions, if any, are needed to mitigate impacts in a manner which meets the standards of this code and any related development agreement;
3. Any conditions or restrictions shall be consistent with any development agreements that are in existence at the time of the hearing; and
4. Whether project conditions cumulatively are reasonable and would not preclude development of the EPF.

Should the recommendation of staff conflict with the recommendation of the Ad Hoc Committee the recommendation of staff shall be given greater weight.

**H. Development Agreements.** The terms and conditions of a development agreement completed after the decision of the designated hearing body shall supersede the conditions and restrictions imposed by the designated hearing body. (Ord. 21-1008 § 9; Ord. 15-1018 § 1)

## 15.115.020 Conditional Use Permit (CUP)

A. **Major Conditional Use Permit.** A major conditional use permit (CUP) is a permit granted by the Hearing Examiner, which sets special conditions regarding a use in a zone where the use is not permitted outright due to the nature of impacts created by the use.

B. **Minor Conditional Use Permit.** A minor conditional use permit may be granted by the Director to allow specified uses as listed under subsection (E) of this section.

C. The CUP process is a means of imposing special conditions and requirements on development, so that the compatibility of uses shall be maintained considering other existing and potential uses within the general area where the conditional use is proposed. Conditions imposed on a CUP will reasonably assure that a nuisance or hazard to life or property will not occur. The CUP process is not a means to reduce the requirements of a zone classification where the conditional use is proposed.

D. The applicant must show that the proposed development satisfies all of the following criteria for approval by the Hearing Examiner or Director:

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.

E. A minor conditional use permit may be granted by the Director only in the following situations:



1. The minor conditional use must conform to the criteria as set forth in this section and all other requirements of this code.
2. To allow the expansion of an existing, legal conditional use which has previously been permitted within the zone classification, provided the requested expansion of the existing conditional use is either:
  - a. No greater than twenty percent (20%) of the gross floor area of the existing conditional use; and
  - b. Exempt from environmental review under the State Environmental Policy Act (SEPA).
3. To allow location of a new concealed freestanding macro facility in a low intensity zone, subject to the requirements set forth in Chapter [15.480](#) SMC, Wireless Communication Facilities.
4. To allow subsidiary uses in:
  - a. School facilities or City facilities within the residential zones and Park zone; and
  - b. Religious use facilities in residential zones.

See criteria in Chapter [15.470](#) SMC, Subsidiary Uses.

5. To allow location of permanent supportive housing and transitional housing consistent with Chapter [15.205](#) SMC, Land Use Chart, and subject to the requirements set forth in SMC [15.465.350](#), Supportive Housing Facilities Standards. (Ord. 21-1031 § 12; Ord. 21-1008 § 8; Ord. 20-1026 § 7; Ord. 15-1018 § 1)



# Continued Briefing on Reentry Centers

(formally known as Work Release Facilities)

## Planning Commission

June 21, 2022



# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

- To guide the Planning Commission through a series of questions to gain direction for staff in order to draft changes to the municipal code related to the “Halfway House” use.

## WHY IS THIS ISSUE IMPORTANT?

1. Council found that review of the “Halfway House” development regulations is necessary.
2. Comprehensive understanding of the topic is necessary to aid in identifying potential code amendments.
3. The moratorium on work release facilities expires on August 31, 2022 unless extended or repealed.
4. Any code amendments ideally need to be passed before moratorium expiration.

# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

- Provide direction on preferred regulations for the appropriate siting of a Reentry Center in SeaTac in order for staff to draft code.

## REVIEWS TO DATE

- RCM: 8/31/2021 Moratorium
- PED: 5/24/2022
- PC: 4/05/2022
- PC: 5/03/2022
- PC: 5/17/2022
- PED: 5/26/2022 Moratorium extension recommendation



# OVERVIEW

## COMMON PRACTICE IN OTHER MUNICIPALITIES

- Current code from municipalities that continue a preexisting facility commonly allow these uses in residential/commercial mixed use zoning designations.

## IDEALLY CODE SHOULD...

- Support neighborhood compatibility
- Not be detrimental to reintegrating individuals into the community
- Provide an environment conducive to:
  - Transportation
  - Employment
  - Education
  - Rehabilitation needs

Draft Code language will be prepared based upon the outcomes of this meeting and brought back to Planning Commission for future review.

**NEXT: SERIES OF QUESTIONS TO PROMPT DISCUSSION AND  
PROVIDE STAFF DIRECTION**



# QUESTION 1

## SHOULD A REENTRY CENTER BE LOCATED WITHIN A RESIDENTIAL ZONING DESIGNATION?

### Considerations:

- a. High density multi-family housing environments have potential linkage to high capacity transit modes, community, and small business land uses.
- b. If capacity limits were established, a smaller scale facility could blend in with other multi-family structures.
- c. Living around others in a more residential environment may help transition individuals into the community by refining various social and living skills.





## QUESTION 2

### SHOULD A REENTRY CENTER BE LOCATED WITHIN THE URBAN CENTER?

#### Considerations:

- a. The highest concentration of transit, including Light Rail stations are located along/near International Blvd.
- b. New employment partnerships may be established with local businesses after the siting of a new facility.
- c. The Urban Center boundary also contains the Overlay Districts in which the “Halfway House” use is currently prohibited.
- d. Former site under consideration by the Department of Corrections is located in the Community Business in the Urban Center (CB-C) zone.
- e. Siting a Reentry Center near the Airport was a concern voiced from the Planning Commission as the use posed a crime risk and bad impression on tourists.
- f. Most of the parcels across from the airport are within the City Center Overlay District.



# QUESTION 3

## SHOULD THIS LAND USE BE BUFFERED FROM OTHER USES?

### Considerations:

- a. Planning Commission mentioned a concern about Reentry Centers being near schools.
- b. Sex offenders likely not eligible for placement in a facility due to screening policy.



# QUESTION 4

## WHAT STANDARDS AND/OR DEVELOPMENT REGULATIONS WOULD BE BENEFICIAL TO ESTABLISH?

### Considerations:

- a. Occupancy limits
- b. Appearance/design standards
- c. Parking requirements
- d. Access to services and transportation.



# QUESTION 5

## IS THE CURRENT PROCESS FOR PERMITTING ADEQUATE?

### Considerations:

- a. The deciding factor of “difficult to site” determines whether or not the use gets processed as an Essential Public Facility (EPF) or a Conditional Use (CUP).
- b. Through the EPF process, the City Council establishes an Ad Hoc Committee by appointing up to seven members and the Planning Commission appointing one member. The Committee ultimately makes a recommendation to the Hearing Examiner or City Council.
- c. Through the Major Conditional Use process, staff ultimately makes a recommendation to the Hearing Examiner.
- d. Both processes have a public hearing requirement.



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

- Provide direction on preferred regulations for the appropriate siting of a reentry center in SeaTac in order for staff to draft code.

## FUTURE REVIEWS

- Planning Commission Meeting on 7/19 to review draft code





## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 21, 2022  
To: Planning Commission  
From: Jennifer Kester, Planning Manager  
Subject: July 2022 - June 2023 Work Plan

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

The attached work plan for July 2022 through June 2023 has been drafted by staff. The Commission should review this work plan, provide direction to staff on any changes, and vote on the final work plan.

Also included is a progress report of topics covered since October 2021 when the last work program was approved by the Commission.

### Topics Reviewed: October 2021 – June 2022:

1. 2021 Comprehensive Plan Amendments: Recommendation to City Council on October 5, 2021; Ordinance passed by City Council on November 23, 2021.
2. Short-Term Rental Code Amendments: Recommendation to City Council on November 16, 2021; Ordinance passed by City Council on March 22, 2022.
3. Training on the Framework of Planning in Washington State and Open Public Meeting Act on January 4, 2022
4. Training on Planning Commission Roles and Responsibilities on January 18, 2022
5. 2021 King County Surface Water Design Manual Update: Recommendation to City Council on April 4, 2022; Ordinance passed by City Council on June 14, 2022.
6. City Center / Airport District Subarea Plan and Development Code Project: Project Briefing on March 15, 2022
7. Work Release Code Amendments: Work sessions in spring of 2022.

**July 2022 – June 2023 Planning Commission Work Plan**

<b>WORK ITEM</b>	<b>3<sup>rd</sup> Quarter (Jul-Sep)</b>	<b>4<sup>th</sup> Quarter (Oct-Dec)</b>	<b>1<sup>st</sup> Quarter (Jan-Mar)</b>	<b>2<sup>nd</sup> Quarter (Apr-Jun)</b>
<b>Work Release Regulations</b> Moratorium passed 8/31/21 (Ord21-1027)	Worksessions	Public hearing and recommendation to Council	NA	NA
<b>City Center / Airport District Subarea Plan and Code Development Project</b> Update to City Center Plan and Code	Worksessions	Worksessions	Worksessions	Public hearing and recommendation to Council
<b>SeaTac 2044</b> GMA Periodic Comprehensive Plan and Development Regulation Update and Transportation Master Program Update	NA	Worksessions	Worksessions	Worksessions
<b>Sign Code Update</b> Required to be compliant with US Supreme Court Decision	NA	Worksessions	Worksessions	Public hearing and recommendation to Council
<b>MFTE Program Update</b> Required by SMC 3.85	NA	NA	Worksessions	Public hearing and recommendation to Council
<b>Miscellaneous Amendments</b> Staff proposed amendments for clarification and permit efficiency, and to match best practices	NA	Worksessions	Worksessions	Public hearing and recommendation to Council
<b>Current Project Briefings</b>	Ongoing	Ongoing	Ongoing	Ongoing