



Planning Commission Agenda

July 19, 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 (Chair), Tony Zuniga Sanchez (Vice Chair), Tom Dantzler, 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	Approval of the minutes of June 21, 2022, meeting.	Review and Approve	Members	5:32 (3 min)
3	Public Comment on items <u>not</u> on the agenda. <i>Comments on agenda items will be addressed after the staff presentation and Commission discussion on each item below.</i> <i>See Public Comment Process below.</i>		Chair	5:35 (5 min)
4	Code Amendments: Reentry Centers (also known as “halfway houses”)	Discussion and Direction	Staff and Members	5:40 (60 min)
5	CED Staff Report	Briefing	Staff	6:40 (3 min)
6	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:43 (2 min)
7	Adjourn			6:45

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. 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 June 21, 2022, Meeting**

Members present: Alyne Hansen, Damiana Merryweather, Karin Ellis, Tom Dantzler, Tony Zuniga Sanchez, Bandhan (Brandon) Singh (Arrived 5:44)

Members absent: Jagtar Saroya

Staff & Others

Present: Jenn Kester, *Planning Manager*; Alena Tuttle, *Associate Planner*; Barbara Mailo, *Admin 3*; Sea TV

1. Call to Order/Roll Call

Vice Chair Hansen called the meeting at 5:31 pm and roll call.

2. Election of Chair

Vice Chair Hansen opened the floor for nomination of new PC Chair. Commissioner Dantzler nominated Vice Chair Hansen as PC Chair. Vice Chair Hansen accepted the nomination. All were in favor of nomination.

Vice Chair nomination:

Vice Chair Hansen opened the floor for nomination of new PC Vice Chair. Vice Chair Hansen nominated Commissioner Sanchez for PC Vice Chair. Commissioner Sanchez accepted the Vice Chair nomination. All were in favor of nomination.

3. Approval of the minutes of May 17, 2022, meeting

Commissioner Dantzler moved to approve the minutes as written. Commissioner Sanchez second. All were in favor of approving minutes as written.

4. Public Comments on items not on the agenda

In-person public comment received from Mr. Earl Gipson.

5. Code Amendments: Reentry Centers (also known as “halfway houses”)

Presented by Associate Planner Alena Tuttle.

The purpose of the presentation was 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.

Potential Committee Action

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

The presentation included the following:

- Overview
- Question 1: Should a reentry center be located within a residential zoning designation?
- Question 2: Should a reentry center be located within the urban center?
- Question 3: Should this land use be buffered from other uses?
- Question 4: What standards and/or development regulations would be beneficial to establish?

- Question 5: Is the current process for permitting adequate?
 - *Discussions commenced after each question with Commissioner Dantzler, Vice Chair Sanchez, Commissioner Merryweather, Commissioner Ellis, Commissioner Singh, and Chair Hansen.*
 - *Mr. Earl Gipson presented an in-person public comment.*

6. July 2022 – June 2023 Work Plan

Presented by Planning Manager Jenn Kester.

Ms. Kester went over the Work Plan items. Recommended that Commissioners make any changes and to make a motion at next meeting and pass on to the City Council.

- *Commissioner Dantzler motioned to accept this Work Plan as written and vote for an amendment. Commissioner Sanchez second. All were in favor of motion. Motion passed.*
- *Commissioner Singh requested to re-examine policies around ADUs. Ms. Kester responded.*

7. CED Staff Report

Reported by Planning Manager Jenn Kester:

- Ms. Kester indicated that the July 5th PC meeting's proximity is close to the July 4th holiday and recommended cancelling the meeting.
 - *Commissioner Dantzler motioned to cancel July 5th PC meeting. Commissioner Merryweather second. All were in favor of motion. Motion passed*
- Ms. Kester informed the Commission of the upcoming June 23rd PED meeting and that they are welcomed to view the meeting packet online and participate in the meeting if they wish.
- Ms. Kester reported that there is Planning Division staffing changes:
 - Senior Planner Tomporowski will be leaving the city and this position will be vacant.
 - July 18th new Associate Planner to start.

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

- Vice Chair Hansen wished Commissioner Dantzler a Happy Birthday and that she was happy to attend an in-person meeting.
- Commissioner Merryweather expressed that she was happy to be here.

9. Adjournment

Commissioner Dantzler motioned to adjourn the meeting. Commissioner Sanchez second. Meeting adjourned at 7:41 pm.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: July 19, 2022
To: Planning Commission (PC)
From: Alena Tuttle, Associate Planner
Subject: Code Amendments: "Halfway House", "Work Release Facilities", and similar uses.

Purpose

This meeting is meant to facilitate further discussion, refine, and confirm the regulatory approach; including buffering distance and permitted zones, for the appropriate siting of a Reentry Center in SeaTac.

Map Analysis

Based upon Planning Commission discussion at the June 21, 2022 meeting, some key takeaways staff heard were to consider vulnerable populations and the use of the same distance buffer adopted as part of recent code amendments related to supportive housing (1,750 ft), in order to narrow down zones where a Reentry Center may be permitted. To assist with this analysis, maps have been created, with the following land uses and buffers of 1,750 ft. :

- Schools (see exhibit 1)
Buffer applied to all schools (elementary-middle school, high school).
- Parks & Community Centers (see exhibit 2)
Parks with active recreation, i.e., playground equipment and/or sports fields, basketball courts were selected. These parks are Angle Lake, Valley Ridge, Riverton, and North SeaTac. Passive recreation parks were not included in the buffer, as there is less chance of impact to the vulnerable populations, notably children at play.
The YMCA was included as a community center.
- Retirement Facilities (see exhibit 3)
In response to the Commission's request to consider seniors as part of potential vulnerable populations, retirement homes and adult family homes were analyzed. (Business license data was pulled to identify the locations of adult family homes in SeaTac.) Because of the large number of adult family home operations, frequent changes, and the buffer covering nearly the entire city, staff does not recommend this as a required use buffer.
- Combined Buffers (see exhibit 4)
Combining school, park (active recreation), and community center buffers, potential sitting areas are predominantly located near the Southern end and Western edge of SeaTac. Potential zones within these areas include: UL, UM, UH/UCR, RBX, I, CB/CB-C.

Regulatory Approach

The following bullet points are development standards that the Planning Commission agreed were important to regulate as part of Reentry Center permitting. The language written below are examples and suggestions of what could be adopted.

- Buffer Distance
Reentry Centers shall not be located closer than one thousand seven hundred fifty (1,750) feet to an elementary, middle school, high school, public park with active recreation facilities or community center. Distance shall be measured in a straight line between the closest property line of the existing facility or school and the closest property line of the proposed facility.
- CPTED/Lighting
All Reentry Centers must comply with the provisions of the Building and Construction Code under SMC Title 13 and are subject to the provisions of crime prevention through environmental design (CPTED) under SMC Title 17.
- Occupancy Levels
 - In residential zones, no more than one (1) adult bed per two hundred fifty (250) square feet of floor area is allowed per facility, up to eighty (80) residents.
 - In all other zones, no more than one (1) adult bed per thirty-five (35) square feet of floor area is allowed per facility, up to eighty (80) residents.
- Parking Requirements
Code for the “Halfway House” use currently does not specify the minimum number of off-street parking spaces required. Instead, Code requires a parking plan based on population served and projected needs be submitted and approved by the Director.
 - A different approach, such as minimum spaces required based upon square footage, number of beds, and/or facility staff could be applied.
- Major Conditional Use Process
Reentry Center siting will be reviewed through the conditional use permit process in SMC 15.115.020.
- Design Standards
Multi-Family Housing Design standards (SMC 15.510) could be applied, however, if the siting does not occur in a residential zone, would this design still be the desired visual outcome in a zone such as Industrial? The use may then stand out and not blend into the surrounding neighborhood. Staff suggests doing additional research on this topic.

Record of Council Action on Moratorium for Re-Entry Center Uses

At the May 26, 2022 Planning & Economic Development Committee meeting, staff recommended extending the moratorium for an additional six months. Motion was unanimously approved by the Committee.

At the June 28, 2022 regular City Council meeting, the City Council unanimously approved extending the moratorium, established under Ordinance No. 21-1027 for an additional six months, resulting in an expiration on March 1st, 2023.

This extension will provide sufficient time for full discussion and analysis by the Planning Commission, Planning and Economic Development Committee, and City Council.

Next Steps

Draft Code language will be prepared based upon the outcomes of this meeting and brought back to the Planning Commission for future review. Based upon the revised moratorium work plan and expiration date, the project timeline will be adjusted and tentative dates for a public hearing of the draft code will be provided at the next Planning Commission meeting.

Exhibits

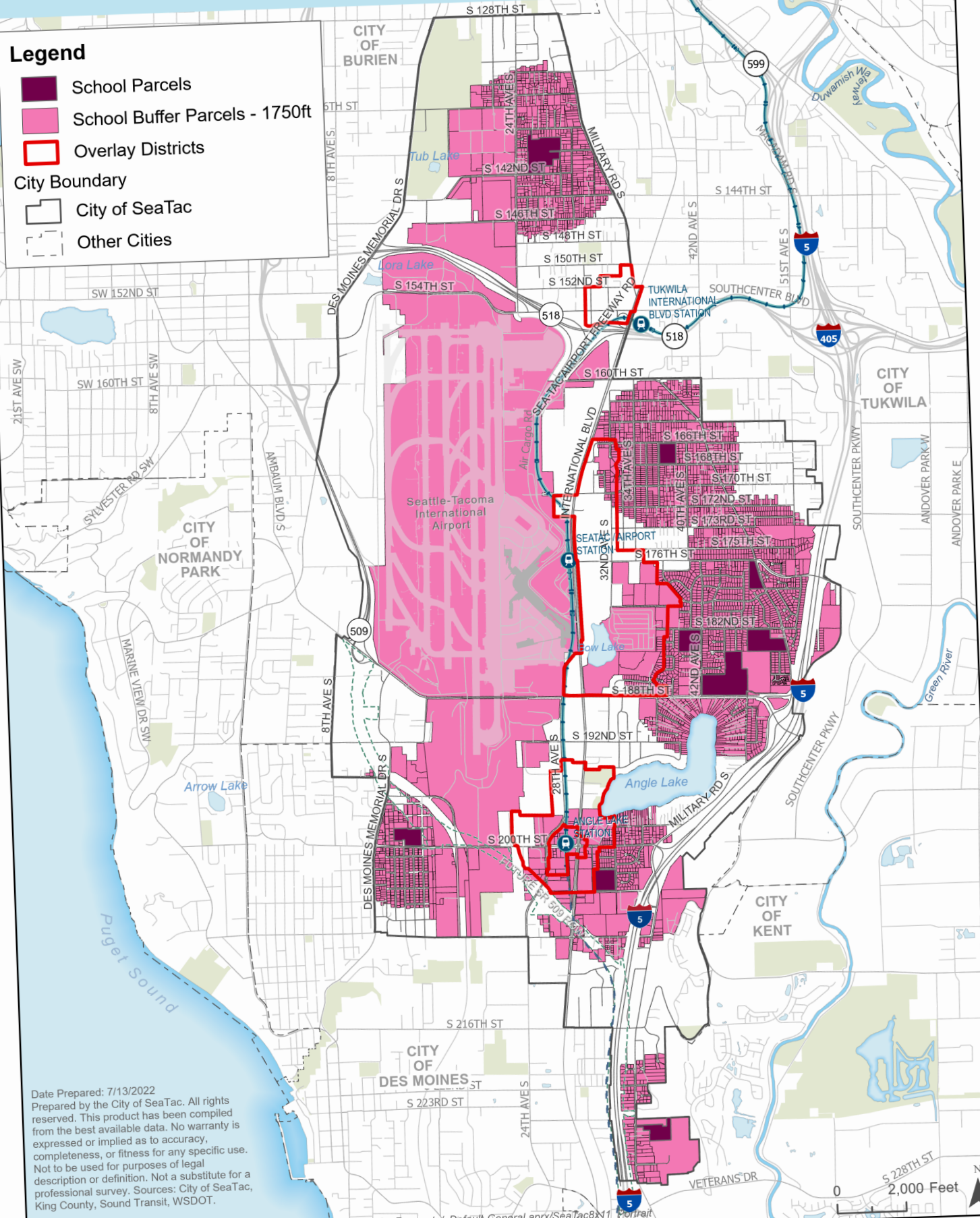
1. Schools_Buffer1750ft Map
2. Parks&CommunityCenters_Buffer1750ft Map
3. RetirementFacilities_Buffer1750ft Map
4. Combined_Buffer1750ft Map
5. PowerPoint Presentation



1750ft Buffer from Schools

Legend

- School Parcels
- School Buffer Parcels - 1750ft
- Overlay Districts
- City Boundary
- Other Cities



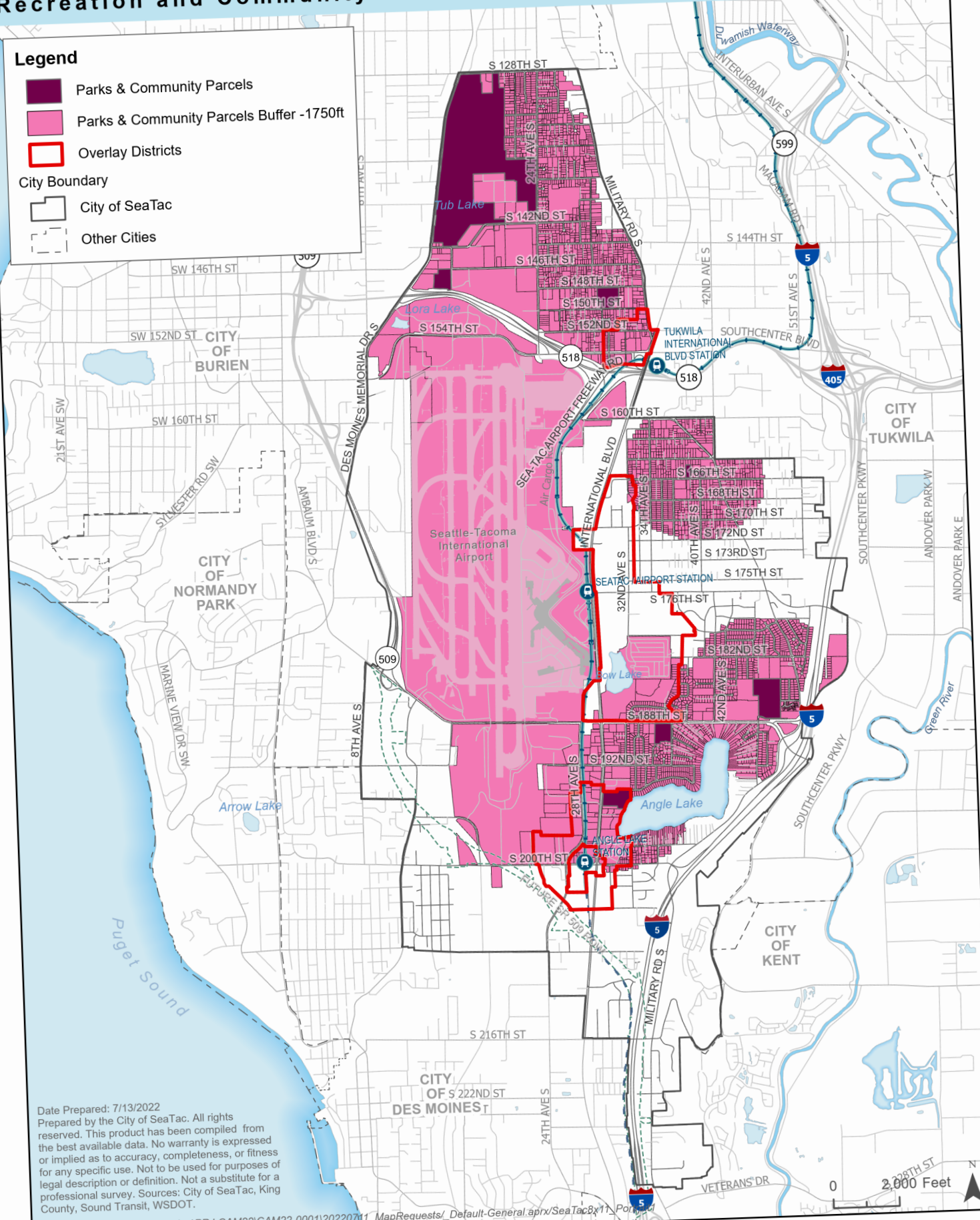
Date Prepared: 7/13/2022
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1750ft Buffer for Parks with Active Recreation and Community Centers

Legend

- Parks & Community Parcels
- Parks & Community Parcels Buffer -1750ft
- Overlay Districts
- City Boundary
- City of SeaTac
- Other Cities



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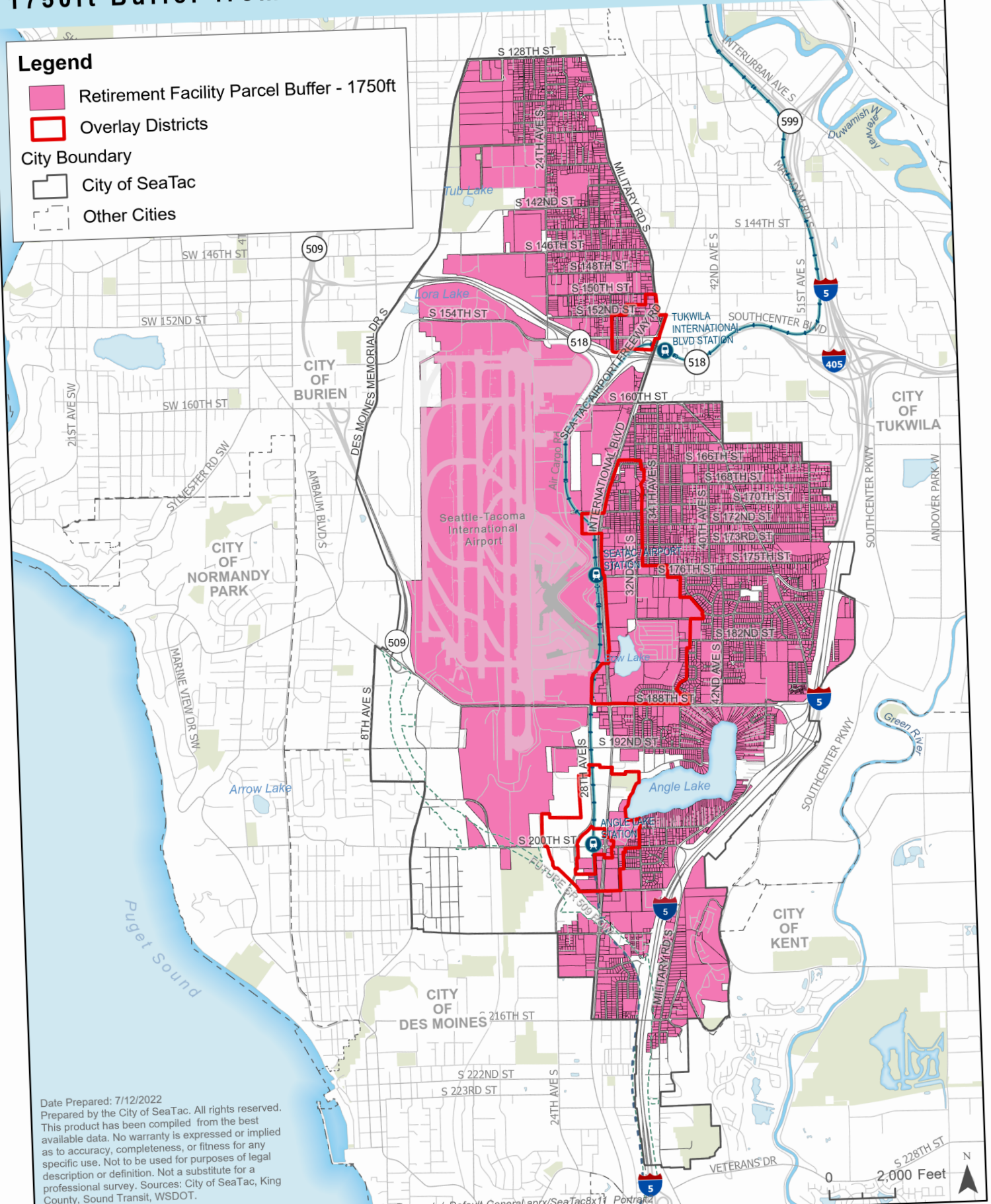




1750ft Buffer from Retirement Facilities

Legend

- Retirement Facility Parcel Buffer - 1750ft
- Overlay Districts
- City Boundary
- City of SeaTac
- Other Cities



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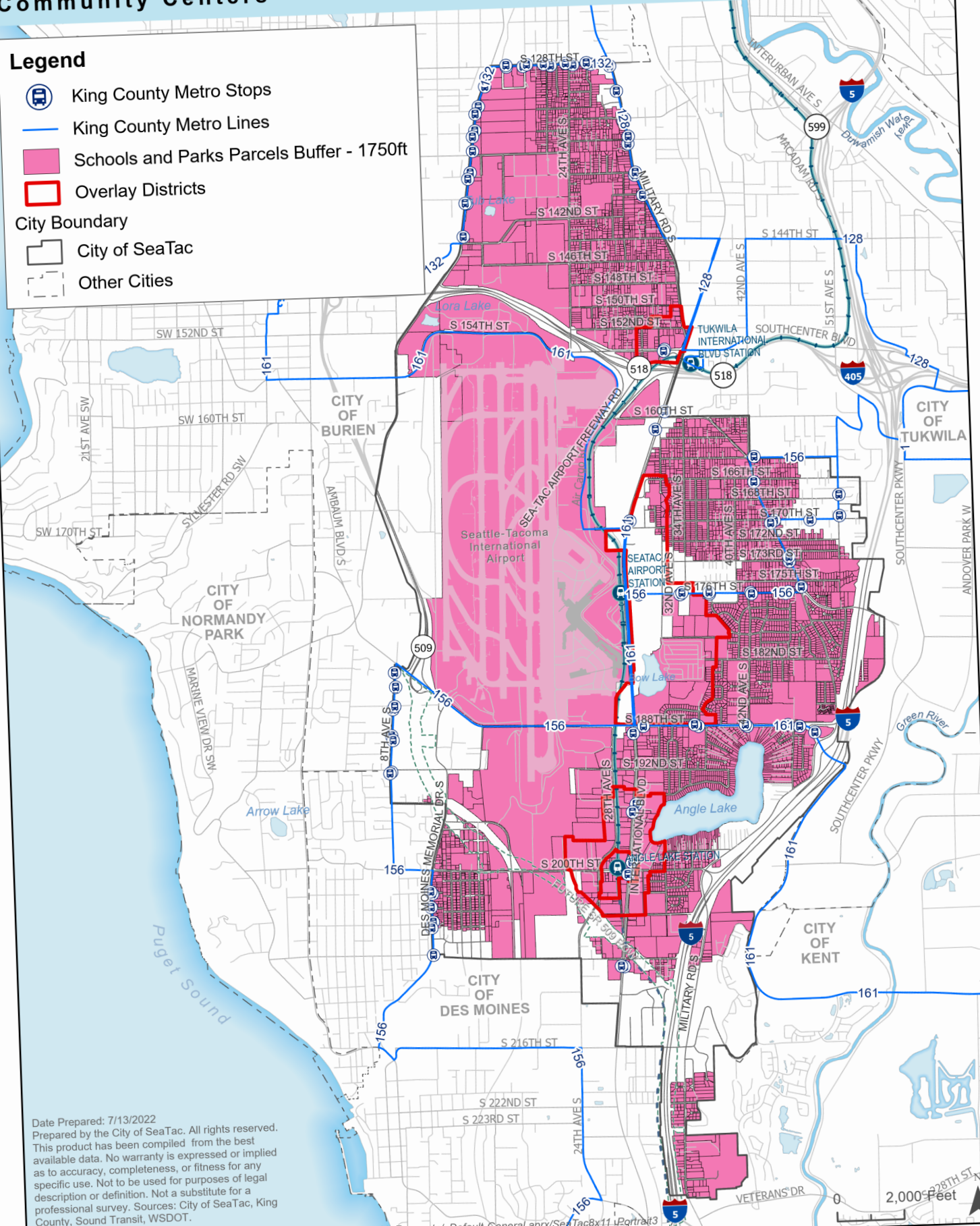
1750ft Buffer: Schools, Parks and Community Centers

City of SeaTac



Legend

- King County Metro Stops
- King County Metro Lines
- Schools and Parks Parcels Buffer - 1750ft
- Overlay Districts
- City Boundary**
- City of SeaTac
- Other Cities



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Continued Briefing on Reentry Centers

(formally known as Work Release Facilities)

Planning Commission

July 19, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- To facilitate further discussion, refine and confirm regulatory approach for staff in order to draft changes to the municipal code related to the “Halfway House” use.
- Note: While the terms are different, the following uses should be considered as referring to the same type of facility:
 - Halfway House
 - Work Release Facility
 - Reentry Centers

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 March 1st, 2023.
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: 3/24/2022
- PC: 4/05/2022
- PC: 5/03/2022
- PC: 5/17/2022
- PED: 5/26/2022 Moratorium extension recommendation
- PC: 6/21/2022
- RCM: 6/28/2022 Moratorium extension approved



OVERVIEW

In order to narrow down zones where a Reentry Center may be permitted...

Staff considered vulnerable populations and applied the same buffer distance(1,750 ft) adopted as part of recent code amendments related to supportive housing.

To assist with this analysis, maps have been created, with the following land uses and buffers of 1,750 ft. :

- Schools
- Parks & Community Centers
- Retirement Facilities

NEXT: MAP ANALYSIS AND DISCUSSION

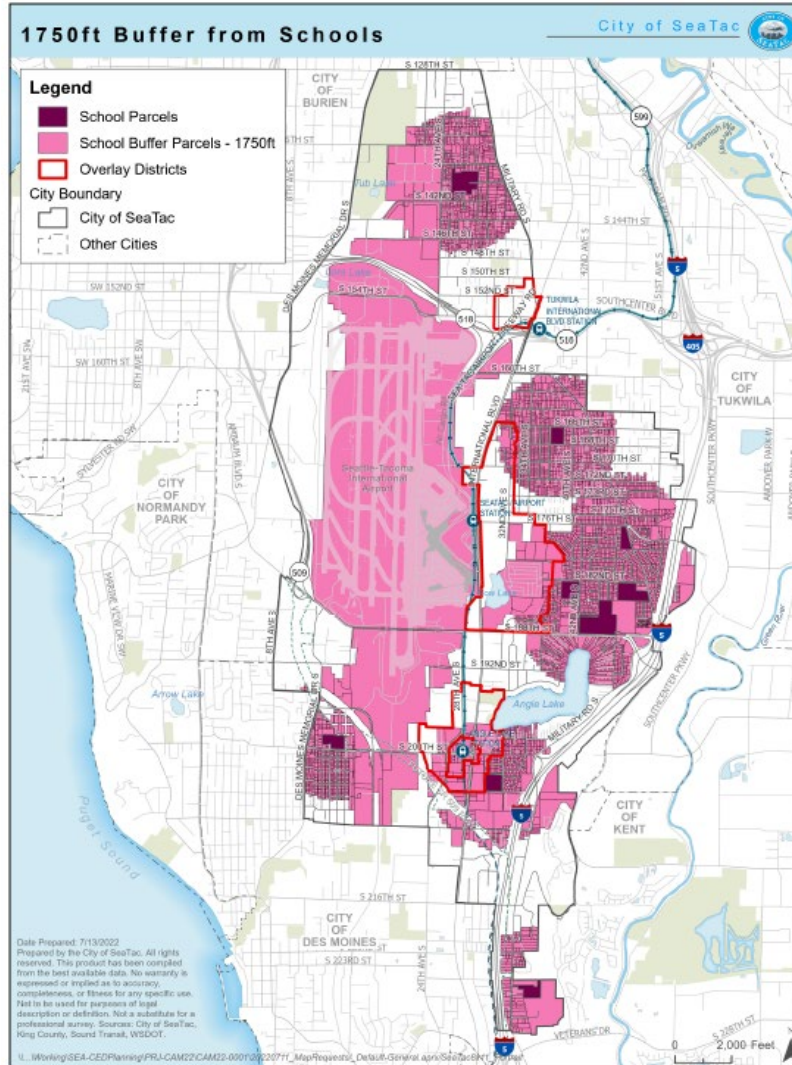


SCHOOLS

Buffer applied to all schools (elementary, middle school, high school)



SCHOOLS



PARKS & COMMUNITY CENTERS

Buffer applied to parks with active recreation and community centers - including the YMCA.

Active recreation i.e., playground equipment and/or sports fields, basketball courts

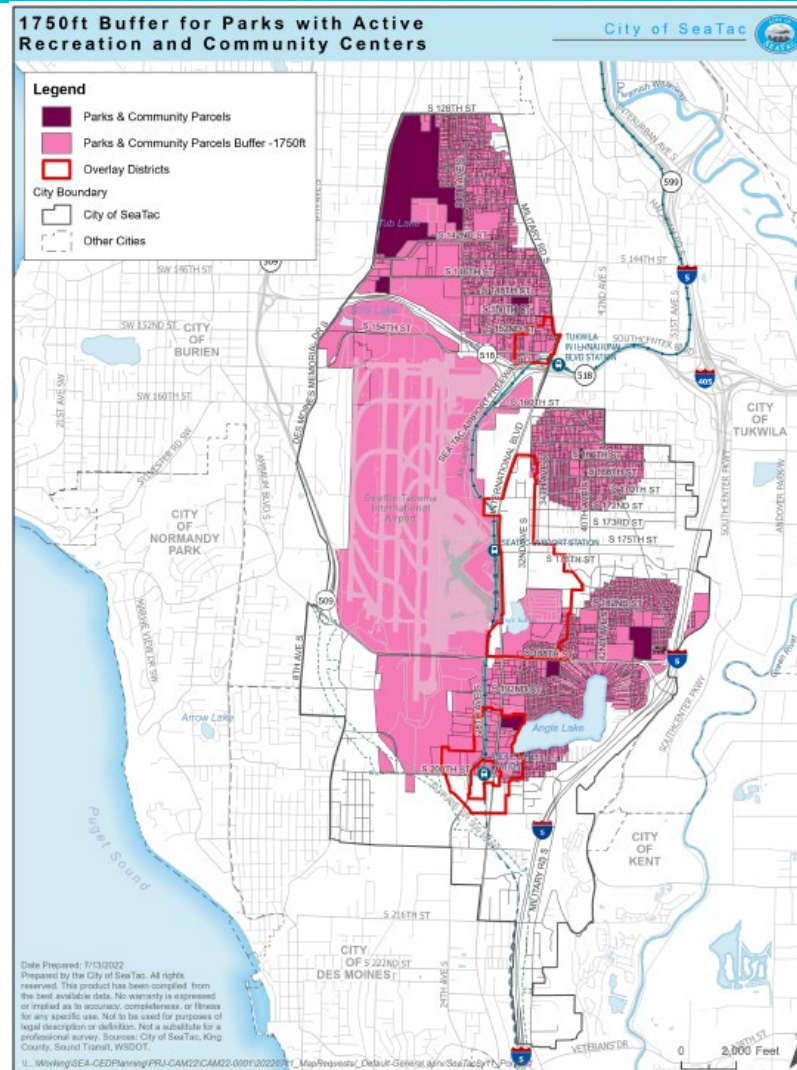
Parks selected:

- Angle Lake
- Valley Ridge
- Riverton
- North SeaTac

Passive recreation parks were not included in the buffer, as there is less chance of impact to the vulnerable population, notably children at play.



PARKS & COMMUNITY CENTERS



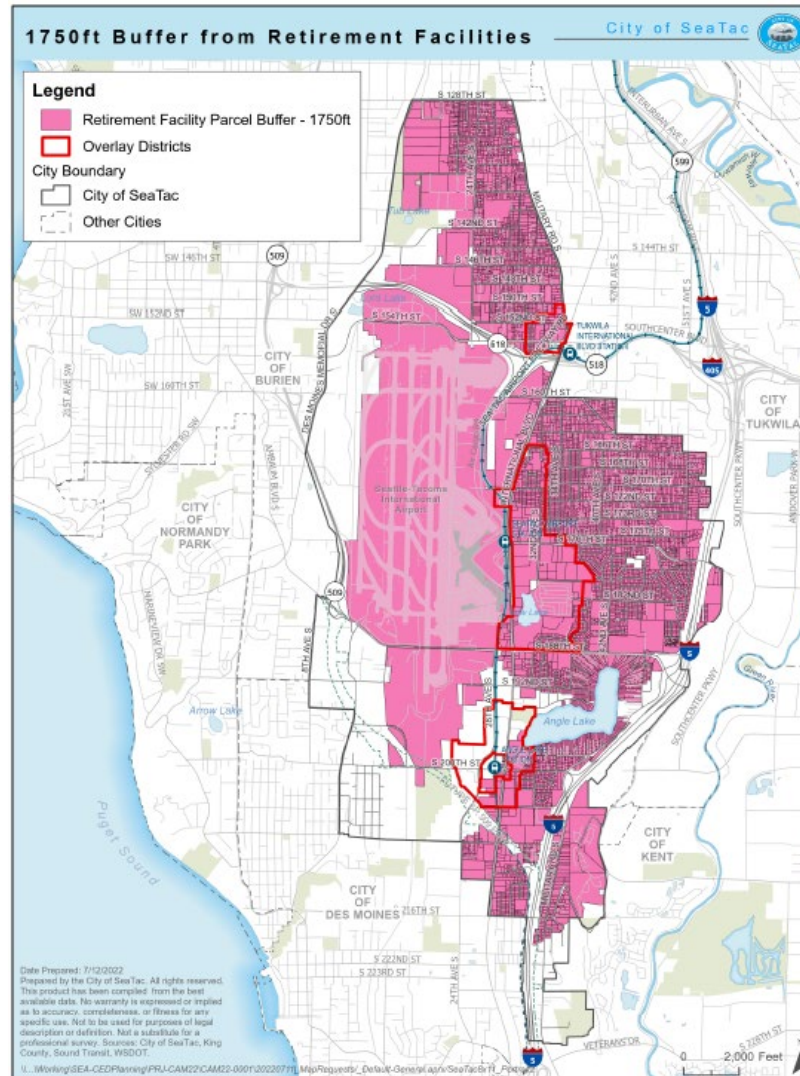
RETIREMENT FACILITIES

Buffer applied, including Adult Family Homes.

- Business license data was pulled to identify the locations of adult family homes in SeaTac.
- Buffer covers nearly the entire city as-is.
- Due to large number and ever-fluctuating adult family home operations, applying this buffer is not recommended.



RETIREMENT FACILITIES



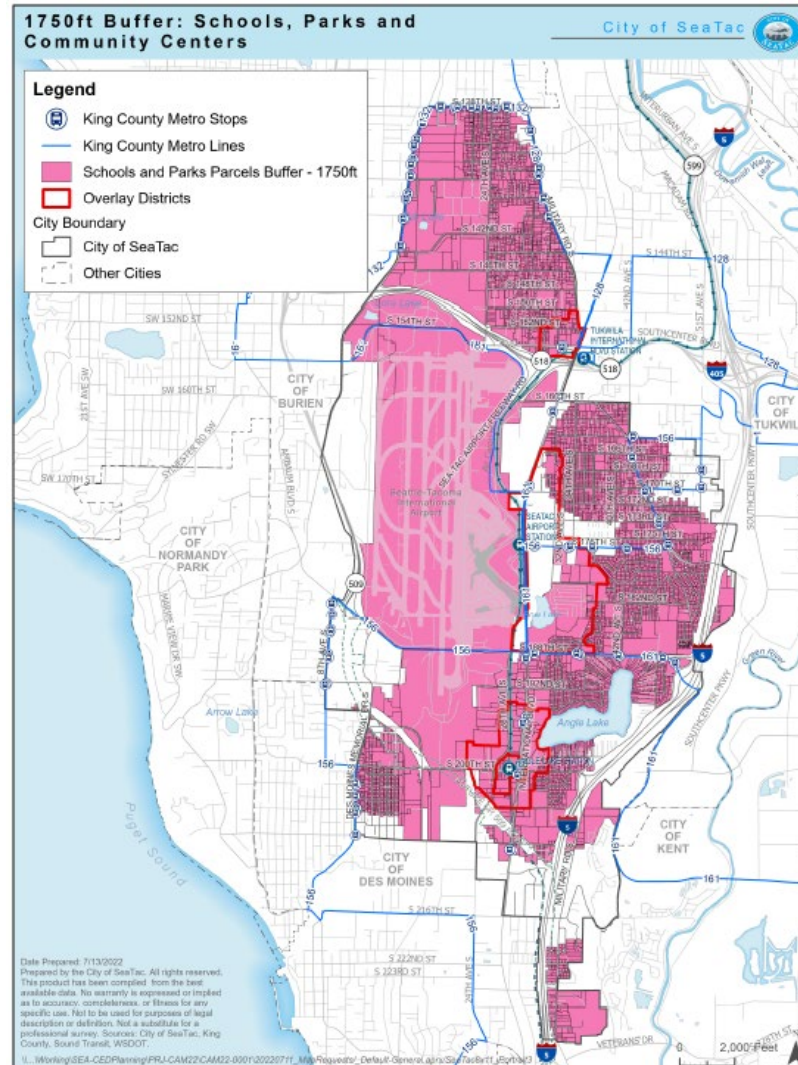
COMBINED BUFFERS

Combined School, Park, and Community Center buffers.

- Potential sitting areas are predominantly located near the Southern end and Western edge of SeaTac.
- Potential zones include:
 - UL
 - UM
 - UH/UCR
 - RBX
 - I
 - CB/CB-C



COMBINED BUFFERS



REGULATORY APPROACH DISCUSSION Q'S

1. Should the buffer remain 1750 ft?
2. Are schools, community centers, and parks the desired land use buffers?
3. Should occupancy limits be capped at 80 individuals? +/-
4. Should parking requirements be a set number, or discretionary based upon a parking plan?
5. What design aspects are important for this use?
 - Landscaping
 - Open/Recreation Space
 - Height
 - Modulation



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 8/2 and/or 8/16 to review draft code.

