



Planning Commission Agenda

August 16, 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		Chair	5:30 (2 min)
2	Approval of the minutes of July 19, 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 July 19, 2022 Meeting

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

Members absent: None

Staff & Others

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

1. Call to Order/Roll Call

Chair Hansen called the meeting at 5:33 pm and roll call.

2. Approval of the minutes of June 21, 2022, meeting

Vice Chair Sanchez motioned to approve the minutes. Commissioner Merryweather second. Unanimous approval of meeting minutes by committee.

3. Public Comments on items not on the agenda

- No written or virtual public comments requests received.
- Received in-person public comment by Earl Gipson regarding affordable housing.

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

Presented by Associate Planner Alena Tuttle.

The purpose of the presentation was 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.

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:

- Overview
- Mapping and analysis of the following potential land use buffers:
 - Schools
 - Parks & Community Centers
 - Retirement Facilities
 - Combined Buffers
- Regulatory Approach Discussion Q’s

Discussion commenced with Vice Chair Sanchez, Chair Hansen, Commissioner Dantzler, Commissioner Ellis, Alena Tuttle, Planning Manager Jenn Kester, and Commissioner Merryweather.

5. CED Staff Report

Reported by Planning Manager Jenn Kester:

- New long-range planner started this week.
- PC Commissioners usually take vacations around August. Chair Hansen, Commissioner Dantzler, Commissioner Jagtar, and Commissioner Merryweather were ok with both

August meeting date. Vice Chair Sanchez and Commissioner Ellis will not be able to make the first meeting in August.

- 2044 Comprehensive Plan Update coming in the Fall.

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

None

7. Adjournment

Vice Chair Sanchez motioned to adjourn the meeting. Second by Commissioner Merryweather. Chair Hansen adjourned the meeting at 6:46 pm.

DRAFT



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: August 16, 2022
To: Planning Commission
From: Alena Tuttle, Associate Planner
Subject: Code Amendments: Reentry Centers (also known as Halfway House and Work Release Facilities)

Purpose:

The Planning Commission will review draft code language regulating Reentry Centers. Staff is seeking direction from Planning Commission on any changes desired prior to the public hearing scheduled on October 4, 2022.

Proposed Regulatory Approach and Draft Code Language:

In efforts to align with the comments and direction to staff at the July 19, 2022, Planning Commission meeting, staff provides the following regulatory approach to Reentry Centers as detailed in the attached draft code. This approach and draft code are currently under review by the Legal Department for consistency with the Moratorium (Ord No. 21-1027) and State Law.

1. The “Halfway House” use and definition will be removed from the zoning code. New use and definition for “Reentry Center” will be added to the zoning code (*see items 1, 2, 5 in the draft code*).
2. All references to “Halfway House” in Title 15 shall be changed to the term “Reentry Center” (*see item 3 in the draft code*).
3. Reentry Centers will be permitted in Community Business (CB), Community Business in the Urban Center (CB-C), Regional Business Mix (RBX), and Industrial (I) and prohibited within the City Center, South 154th Street Station Area, and Angle Lake Station Area Overlay Districts. A Major Conditional Use Permit will be required (*see items 5, 6-8 in the draft code*).
4. The siting of a Reentry Center will be processed as a Major Conditional Use Permit, not through the Essential Public Facilities process (*see item 4 in the draft code*).
5. Siting requirements, development and performance standards are established through a new Reentry Center Section within Chapter 15.415 Commercial Standards and Regulations (*see item 9, 10 in the draft code*).
6. Setbacks, lot coverage, structure height and other development standards will continue to be regulated according to zone per Chapter 15.400 Dimensional Standards and Regulations.

7. Requirements for off street parking will be regulated per Chapter 15.455 and determined based upon a required parking and circulation plan submitted by the Applicant and approved by staff.
8. Landscaping standards already established for “halfway houses” in SMC 15.445.210 Landscaping Standards Chart, are not proposed to be amended.

Planning Commission Discussion:

During the meeting, staff will walk the Planning Commission through the draft code language. At this meeting, Planning Commission should provide direction on any changes desired, so staff can prepare for the public hearing scheduled on October 4, 2022.

Next Steps:

A public hearing of the draft code is scheduled for the October 4, 2022 Planning Commission meeting. Staff is transmitting the draft language to the Department of Commerce for a 60-day review. SEPA review of the draft code will occur later in September. This schedule allows the City Council to adopt code amendments no later than their meeting on December 13, 2022.

Attached Items:

1. Draft Code Language.

Items to be Provided as Handout at the meeting:

1. Maps pertaining to 1750 ft buffer and potential siting locations.

SeaTac “Halfway House”, “Work Release Facilities”, and similar uses Code Amendments

Purpose of Project: Amendments to the SeaTac Zoning Code pertaining to the halfway house use established in 1999, substantially updating standards and regulations to ensure compatibility with the community and consistency with the Comprehensive Plan in response to Ordinance No. 21-1027.

Approach to Project:

- Reentry Centers will be permitted in Community Business (CB), Community Business in the Urban Center (CB-C), Regional Business Mix (RBX), and Industrial (I) zones as a conditional use. The Reentry Center use is prohibited within the City Center, South 154th Street Station Area, and Angle Lake Station Area Overlay Districts.
- The siting of a Reentry Center will be processed as a Major Conditional Use Permit, not through the Essential Public Facilities process.
- Development and performance standards are established through a new Reentry Center Section within Chapter 15.415 Commercial Standards and Regulations.

Proposed Code Amendments: The following numerical items are proposed amendments to Title 15 ZONING CODE of the SeaTac Municipal Code.

Underlined text indicates an addition.

~~Strikethrough~~ text indicates a removal.

*** indicates additional text within the Code Section is omitted, as it doesn’t pertain to the amendment.

1. Remove the following definition in Section 15.105.080, “H” Definitions:

~~Halfway House~~

~~State-licensed work/release facilities and other housing facilities serving as an alternative to incarceration.~~

2. Add the following new definition to Section 15.105.180, “R” Definitions:

Reentry Center

Facility or institution operated under contract with the Department of Corrections, and/or owned by the state or any other unit of government, for incarcerated individuals to complete their sentence of twelve months or less in partial confinement. Alternatively referred to as “Work Release” per RCW 72.65. This definition excludes at-home electronic surveillance.

3. All references to “Halfway House” in Title 15 shall be changed to the term “Reentry Center”.

4. Essential Public Facilities: Amend the Essential Public Facilities Section 15.115.040 SMC to clarify the applicability of the Section to the Reentry Center use.

15.115.040 Essential Public Facilities

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. Reentry Centers are not subject to the CUP-EPF review procedure and are permitted as a Major Conditional Use, subject to the criteria in SMC 15.115.020(D), Conditional Use Permit (CUP).

5. General Land Use Chart: The general land use chart in SMC 15.205.040 is amended, removing “C” from the O/CM column (Office/Commercial Medium) and adding “C” to the “I” (Industrial) column. The Reentry Center land use shall be labeled as “C” (Conditional Use Permit required) in the following zones: CB, CB-C, RBX, and I.

Additional Standards column to be amended as follows:

~~As part of the CUP process a determination will be made as to whether an essential public facility (EPF) siting process is needed. See SMC 15.115.040, Essential Public Facilities. These requirements shall not be construed to limit the appropriate use of schools and other facilities for emergency shelters in disaster situations.~~

Permitted as a Major Conditional Use, subject to the criteria in 15.115.020(D), Conditional Use Permit (CUP).

LAND USE	UL	UM	UH	UH-UCR	T	MHP	NB	O/C/MU	O/CM	CB	CB-C	RBX	I	P	ADDITIONAL STANDARDS
Halfway House Reentry Center									C	C	C	C	C		<p>As part of the CUP process a determination will be made as to whether an essential public facility (EPF) siting process is needed. See SMC 15.115.040, Essential Public Facilities. These requirements shall not be construed to limit the appropriate use of schools and other facilities for emergency shelters in disaster situations.</p> <p><u>Permitted as a Major Conditional Use, subject to the criteria in 15.115.020(D), Conditional Use Permit (CUP).</u></p>

6. City Center Overlay District: The City Center Overlay District land use chart in SMC 15.300.055 is amended to add Reentry Center under Health and Human Services land use. The use is prohibited, and columns should remain blank.

7. South 154th Street Station Area Overlay District: The South 154th Street Station Area Overlay District land use chart in SMC 15.305.055 is amended to remove Halfway House and replace with Reentry Center under Health and Human Services land use. The use is prohibited, and columns should remain blank.

8. Angle Lake Station Area Overlay District: The Angle Lake Station Area Overlay District land use chart in SMC 15.310.055 is amended to remove Halfway House and replace with Reentry Center. The use is prohibited, and columns should remain blank.

9. Commercial Standards and Regulations: Amend Purpose, Authority and Application Sections of the Commercial Standards and Regulations Chapter 15.415 to include Reentry Centers.

15.415.005 Purpose

The purpose of this chapter is to delineate regulations that apply to the following commercial uses: fueling/service stations, sexually oriented businesses, ~~and~~ mobile food vending and Reentry Centers.

15.415.010 Authority and Application

The provisions of this chapter shall apply to all fueling/service stations, sexually oriented businesses, and mobile food vending uses and Reentry Centers, regardless of where located. (Ord. 18-1009 § 8; Ord. 15-1018 § 1)

10. Commercial Standards and Regulations: Add a new Section to Commercial Standards and Regulations Chapter 15.415 regarding Reentry Center Standards.

15.415.400 Reentry Center Standards

A. Purpose and Applicability.

1. The purpose of this section is to establish reasonable standards upon siting of a Reentry Center to minimize impacts and ensure neighborhood compatibility within the City of SeaTac, while protecting the public health, safety, welfare and peace of both facility residents and the broader community. This Section does not include regulations for Federal, State and/or local correction facilities, or other uses as regulated by SMC 15.115.040 Essential Public Facilities.

B. Siting.

1. Buffer.

- a. A Reentry Center shall not be located closer than one thousand seven hundred fifty (1,750) feet to an elementary-middle school, high school, active recreation public park, or community center (including teen centers and YMCA).
- b. The City shall determine whether a proposed Reentry Center meets the buffer requirement. The buffer shall also be applied to locations of public-private schools, active recreation public parks, and community centers (including teen centers and YMCA) outside city limits.
- c. For the purposes of this subsection, distance shall be measured in a straight line from the closest property line upon which the proposed Reentry Center is to be located, to the closest property line from which the proposed Reentry Center is to be separated.

2. Siting Process Requirements.

- a. Following identification of a site under consideration within the City of SeaTac, the following shall be conducted prior to scheduling a mandatory pre-application meeting with the City:
 - i. Notification of site selection directly provided to the City.
 - ii. Provide methodology and approach to identifying candidate sites.
 - iii. Schedule of all upcoming public meetings provided to the City.
 - iv. Opportunity for written and oral comments.
 - v. Copy of Local Advisory Committee recommendation to the Secretary and Secretary preliminary approval, if applicable.
 - vi. Hold public meetings within city limits; with public notification provided in writing, sent to all parcels within a one-half mile radius of the proposed site(s) a minimum of fourteen (14) days prior to the meeting date.
- b. In addition to compliance with local siting and development requirements, the Department of Corrections ("DOC"), or a private or public entity under contract with the DOC shall provide

verifiable proof of compliance with the siting requirements and site selection process found in RCW 72.65.220 and WAC 137-57-050 as part of Conditional Use Permit application submittal.

C. Development Standards.

1. Occupancy.

a. A Reentry Center shall house no more than thirty (30) persons, excluding resident staff.

2. Appearance.

a. The Reentry Center shall match the bulk and scale of the uses allowed in the zone where the Reentry Center is located. The design, construction, appearance, physical integrity, and maintenance of the Reentry Center shall provide an environment that is attractive, sustainable, functional, appropriate for the surrounding community, and conducive to residents' stability. Building entries shall be prominent and highly visible from other buildings and public areas.

3. Open Space.

a. **Minimum Area Required.** A minimum of 120 square feet of open space shall be provided per person, allocated by type as follows:

Outdoor Common Space	Minimum 50%
Outdoor Single-Purpose Space	Up to 50%
Indoor Common Space	Up to 50%

b. General Location and Design Requirements.

i. To the extent possible, all open space shall be centrally located, accessible and usable to residents while maintaining a high level of visibility from the structure.

ii. Open space shall not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses.

iii. No required open space shall have a slope greater than four percent (4%) unless the area has been developed with an enhanced accessibility system.

iv. Vehicular use areas, critical areas and associated buffers, setbacks, and landscaping shall not count towards open space requirements.

c. **Outdoor Common Space.** Outdoor common space shall be usable outdoor multi-purpose space accessible by all residents, including but not limited to: courtyards, plazas and multi-purpose green spaces, and upper level common decks or terraces.

i. **Design Features.** Courtyard/plaza areas shall include:

a. Minimum width of twenty (20) feet and a minimum depth of fifteen (15) feet.

b. A minimum of one (1) tree for each two hundred (200) square feet of required area.

c. Include one (1) lineal foot of seating per each forty (40) square feet of required area.

d. **Outdoor Single-Purpose Space.** Outdoor single-purpose facilities shall be usable and accessible by all residents including but not limited to: swimming pools, tennis and sport courts.

e. **Indoor Common Space.** Indoor common space shall be designed for and include amenities and/or equipment for recreational uses for a range of users. Including but not limited to: lounge rooms, game rooms and exercise rooms. Lobbies and hallways do not count as indoor common space.

D. Performance Standards.

1. Operations.

a. The managing agency and the SeaTac Police Department (SPD) shall establish reasonable requirements for appropriate access and coordination for the Reentry Center and its residents.

b. The applicant shall submit an attestation and supporting documenting from Department of Corrections (DOC) and/or managing agency that the proposed Reentry Center has earned accreditation or is undergoing the accreditation process from the American Correctional Association.

c. The applicant shall submit a security plan for review and approval. The security plan shall contain, but is not limited to, the following:

i. Plans to monitor and control the activities of residents within and away from the Reentry Center.

ii. Staff numbers, level of responsibilities, and scheduling.

2. Site and Transit.

a. A description of transit, pedestrian, and bicycle access from the subject site to services must be provided at time of application by the managing agency.

3. General.

a. In addition to the Zoning Code under SMC Title 15, 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.

b. Exterior lighting to be located as to minimize spillover light on surrounding properties while maintaining appropriate intensity and hours of use to ensure that security is maintained.

c. Specific needs of each facility will be reviewed through the conditional use permit process in SMC 15.115.020.



Continued Briefing on Reentry Centers

(formally known as Work Release Facilities)

Planning Commission

August 16, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- Review draft code language based on previous direction.
- Prepare for October 4, 2022 public hearing.

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

Staff is seeking direction from Planning Commission on any changes desired prior to the public hearing scheduled on October 4, 2022.

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
- PC: 7/19/2022



SUMMARY OF DRAFT AMENDMENTS

NEW USE & DEFINITION

- **“Halfway House” use and definition will be removed**

Halfway House

~~State-licensed work/release facilities and other housing facilities serving as an alternative to incarceration.~~

- **New use and definition for “Reentry Center” will be added**

Reentry Center

Facility or institution operated under contract with the Department of Corrections, and/or owned by the state or any other unit of government, for incarcerated individuals to complete their sentence of twelve months or less in partial confinement.

Alternatively referred to as “Work Release” per RCW 72.65. This definition excludes at-home electronic surveillance.

- **All references to “Halfway House” changed to the term “Reentry Center”.**



SUMMARY OF DRAFT AMENDMENTS

ZONING & PERMITTING

Permitted in:

- Community Business (CB)
- Community Business in the Urban Center (CB-C)
- Regional Business Mix (RBX)
- Industrial (I)

Prohibited in:

- All Overlay Districts

Permitting Process:

- Major Conditional Use Permit required.
- Do not use the Essential Public Facilities process.



SUMMARY OF DRAFT AMENDMENTS

DIMENSIONAL STANDARDS

According to zone, Chapter 15.400 Dimensional Standards and Regulations are used to regulate:

- Setbacks
- Lot coverage
- Structure height
- + Other development standards

PARKING

- Off street parking will be regulated per Chapter 15.455.
- Requirements determined based upon a parking and circulation plan submitted by the Applicant and approved by staff.



SUMMARY OF DRAFT AMENDMENTS

LANDSCAPING

Landscaping standards already established in SMC 15.445.210 Landscaping Standards Chart, are not proposed to be amended.

LAND USE	STREET FRONTAGE (Type/Width)	BUILDING FACADE IF >30 FT. HIGH OR >50 FT. WIDE (Type/Width)	SIDE/REAR YARDS (Type/Width)	SIDE/REAR BUFFER FOR NONCOMPATIBLE ZONES (Type/Width)	PARKING LOT LANDSCAPE STANDARDS APPLICABLE (See SMC 15.445.250)
Halfway House	II/20 ft.	V/5 ft.	II/10 ft.	I/20 ft.	Yes



REENTRY CENTER BUFFER REQUIREMENTS

What land uses should be buffered from a Reentry Center?

Approach

- Consider vulnerable populations.
- Use same distance buffer adopted as part of recent code amendments related to supportive housing (1,750 ft).

BUFFER APPLIED:

- A Reentry Center shall not be located closer than one thousand seven hundred fifty (1,750) feet to an :
 - Elementary-middle school or high school,
 - Active recreation public park,
 - Community center (including teen centers and YMCA).

REENTRY CENTER SITING REQUIREMENTS

How to ensure the DOC is following proper protocol when selecting a site?

Approach

- Early and continuous public notification and participation.
- Consistency with RCW72.65.220.

Required prior to Pre-Application meeting:

- Notification of site selection directly provided to the City.
- Provide methodology and approach to identifying candidate sites.
- Schedule of all upcoming public meetings provided to the City.
- Opportunity for written and oral comments.
- Copy of Local Advisory Committee recommendation to the Secretary and Secretary preliminary approval, if applicable.
- Hold public meetings within city limits; with public notification provided in writing, sent to all parcels within a one-half mile radius of the proposed site(s) a minimum of fourteen (14) days prior to the meeting date.



REENTRY CENTER OCCUPANCY

How to reduce social equity impacts due to EPF concentration?

Approach

- Facility capacity based upon total population of city.

Maximum Occupancy:

- A Reentry Center shall house no more than thirty (30) persons, excluding resident staff.

REENTRY CENTER DEVELOPMENT STANDARDS

How to increase compatibility with the surrounding community?

Approach

- Require general appearance standards.
- Do not defer to Multi-Family design standards which would create visual incompatibility with permitted zoning designations and associated uses.

APPEARANCE:

- Match the bulk and scale of the uses allowed in the zone.
- Building entries shall be prominent and highly visible from other buildings and public areas.

REENTRY CENTER DEVELOPMENT STANDARDS

How to compensate for individuals in Reentry Centers only being allowed short periods of time outside of the facility?

Approach

- Require open/recreation space on site.
- Use Multi-Family Code requirements for a studio unit outside of an overlay district.

OPEN SPACE:

- A minimum of 120 square feet of open space shall be provided per person, allocated by type as follows:

Outdoor Common Space	Minimum 50%
Outdoor Single-Purpose Space	Up to 50%
Indoor Common Space	Up to 50%

PERFORMANCE STANDARDS

Operations

- Reasonable requirements to be established between Police & managing agency for appropriate access into Reentry Center.

Site & Transit

- A description of transit, pedestrian, and bicycle access from the subject site to services must be provided at time of application.

General

- Comply with Building and Construction Code under SMC Title 13.
- Comply with crime prevention through environmental design (CPTED) under SMC Title 17.
- Exterior lighting to be located as to minimize spillover light on surrounding properties while maintaining appropriate intensity and hours of use to ensure that security is maintained.



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

Staff is seeking direction from Planning Commission on any changes desired prior to the public hearing scheduled on October 4, 2022.

FUTURE REVIEWS

- Public Hearing scheduled during Planning Commission meeting October 4, 2022.
- Planning & Economic Development meeting October 27, 2022.
- City Council meeting November 22, 2022 or December 13, 2022.

