



Planning and Economic Development Committee Agenda

October 27, 2022

4:00 pm–5:30 pm

Hybrid Meeting

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://seatacwa.gov/seatvlive> and click the “live” channel 1 grey box.

A quorum of the Council may be present.

Committee Members: Councilmember Mohammed Egal, Chair
Councilmember Peter Kwon
Mayor Jake Simpson

Staff Coordinator: Evan Maxim, CED Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	4:00
2	<p>PUBLIC COMMENTS: The committee 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 2:00 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.</p> <ul style="list-style-type: none"> • Instructions for registering to providing oral public comments are located at the following link: Registration for Oral Public Comments - Council Committees and Citizen Advisory Committees • Submit email/text public comments to pedpubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website. 		Chair	4:00 (5 min)
3	Minutes of 7/28/2022 regular meeting	Review and approve	Committee	4:05 (2 min)
4	Tourism Destination Development Plan: Scope and Contract	Review and recommendation	Tanja Carter / Aleksandr Yeremeyev	4:07 (20 min)
5	CRF22-09: Renters Evictions & Late Fees	Review and direction	Evan Maxim	4:27 (20 min)

6	CRF22-010: Multifamily Tax Exemption (MFTE) regulations	Review and direction	Evan Maxim	4:47 (10 min)
7	King County Housing: Countywide Planning Policy update	Informational Briefing	Evan Maxim	4:57 (28 min)
8	Adjourn		Chair	5:30



Planning & Economic Development Committee Minutes

Thursday July 28, 2022

4:00 PM – 5:30 PM

* Hybrid Meeting *

Members: Present: Commenced: 4:04 PM
Adjourned: 4:55 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*; Aleksandr Yeremeyev, *Economic Development Manager*; Gwen Voepel, *Deputy City Manager*; Barb Mailo, *Admin 3*

1. Call to Order	Chair Egal called the meeting to order at 4:04 pm.
2. Public Comments	Written public comments: Adopted Vicky Lockwood's written public comment. Public oral comments: None
3. Minutes of July 5, 2022 PED Special meeting	Review and approve Councilmember Kwon moved to approve meeting minutes. Second by Mayor Simpson. Passed 3-0.
4. CRF2022-01: Planning Commission Membership and Scope of Work	Review and direction Presented by Planning Manager Jenn Kester The purpose of the presentation was to review the proposed approach and draft code based on the discussion and direction from the May 26, 2022 PED Committee meeting. The presentation included the following: <ul style="list-style-type: none"> • Planning Commission Membership Terms Approach • Planning Commission Scope of work approach Potential Committee Action: Review the proposed changes to the Planning Commission membership terms and scope of work and either:

	<ol style="list-style-type: none"> 1. Provide staff additional direction for amendments. 2. Recommend approval of these amendments, as amended if desired, and refer to the A&F <p>Discussion commenced with Councilmember Kwon, Mayor Simpson, and Chair Egal.</p> <p>Ms. Kester will amend the language regarding member preferences to allow for flexibility if candidates aren't available in time for the next public meeting on the topic.</p> <p>Councilmember Kwon moved to approve the amendments and refer to the A&F. Second by Mayor Simpson. Passed 3-0.</p>
<p>5. Feasibility Study: Multifamily Rental Housing Inspection Program</p>	<p>Review and direction</p> <p>Presented by CED Director Evan Maxim.</p> <p>The purpose of the presentation was to seek PED Committee guidance on whether to prepare a budget decision card to fund a feasibility study on a multifamily rental housing inspection program.</p> <p>Potential Committee Action: Staff are seeking:</p> <ul style="list-style-type: none"> • The PED Committee's recommendation that CED staff prepare a budgetary decision card to fund a feasibility study of a possible SeaTac multifamily rental housing inspection program; OR, • The PED Committee's direction to take no action to prepare a decision card. <p>If the PED committee recommends preparation of a decision card, it will be included in the forthcoming budget materials for the 2023-2024 biennium.</p> <p>Discussion commenced with Councilmember Kwon and Mayor Simpson.</p> <p>Councilmember Kwon moved to have staff prepare a budgetary decision card. Second by Mayor Simpson. Passed 3-0.</p>
<p>6. Adjourn</p>	<p>Chair Egal adjourned the meeting at 4:55 pm.</p>

MEMORANDUM Planning & Economic Development Committee

Date: October 27, 2022
To: Planning & Economic Development Committee
CC: Evan Maxim, Director, Community & Economic Development
Aleksandr Yeremeyev, Economic Development Manager
From: Tanja Carter, Economic Development Strategist
Subject: **Tourism Destination Development Plan (TDDP) Consultant & Workplan**

Overview

The purpose of this memo is to provide an update on the Tourism Destination Development Plan work and seek a recommendation from the PED committee to allow the City to proceed with executing a consultant contract for the Tourism Destination Development Plan (TDDP).

Analysis

Background & Policy Basis

In 2021, the City Council adopted Tourism and Travel Policies became part of the Economic Vitality Element. This Comprehensive Plan goal and policy language provides the basis for staff to develop a strategy in the TDDP. The adopted Comprehensive Plan goal and policy language states:

GOAL 8.8: Enhance the visitor experience and foster the local travel and tourism ecosystem to maximize the benefits of the City of SeaTac's geographic position regionally and globally.

Policy 8.8A: Leverage the airport's presence to enhance travel and tourism opportunities in SeaTac.

Policy 8.8B: Create consistent identity and community design elements to ensure SeaTac is recognizable and distinguished from other communities.

Policy 8.8C: Promote programming, open spaces and physical connections

that enhance the visitor experience.

Policy 8.8D: Use lodging tax funding to enhance the SeaTac destination experience.

Policy 8.8E: Engage in regional destination promotion to attract overnight visitors to SeaTac.

The TDDP will serve as a companion document to the SeaTac Comprehensive Plan (Economic Vitality Element) and will describe how SeaTac will implement the Tourism and Travel Policies. The proposed plan will provide a strategic, holistic, and actionable road map to coordinate the recommended implementation strategies.

Framework / Process

The TDDP will guide and inform prioritization of resources and funding investments into tourism capital projects, programming, and tourism related branding for the City. To develop the TDDP, the City of SeaTac will engage with stakeholders, including the City Council and business owners and build the framework to maximize existing and identify future development of tourism related assets (capital, programs, branding). The plan will be SeaTac-specific but will also consider how SeaTac fits into and compliments other areas within the region as a tourism destination.

The TDDP development process will consist of several key elements including but not limited to the below:

1. Compile and analyze existing tourism asset data, traveler data, and regional characteristics that influence tourism in the City;
2. Assess and prioritize tourism needs and desires through public engagement, stakeholder interviews, focus groups, and tourism related meetings. Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis;
3. Develop an action plan for implementation of identified strategies, which includes success metrics;
4. Inform lodging tax funding priorities and propose planned expenditures (capital, programmatic, branding) to achieve Tourism and Travel Policy goals; and,
5. Ensure the TDDP is aligned with SeaTac's Comprehensive Plan and identified desired outcomes.

Following adoption of the TDDP by the City Council, CED's annual work plan will incorporate tourism-related initiatives in accordance with the TDDP. This document will serve as SeaTac's first strategic plan to implement the recently adopted travel and tourism goal and policies. Staff anticipates that the TDDP will be reviewed and updated every 3 to 5 years to maintain relevance within the fast-paced travel and tourism environment.

Consultant Selection and Next Steps

In June of 2022, the City released a Request for Proposals (RFP) for a consultant to support the development of the TDDP. Three consultants responded by the deadline in late August of 2022. Staff reviewed the proposals and rated them. The proposal by Next Factor was rated highest, and staff has negotiated a contract with Next Factor to assist in developing the TDDP.

Following approval of the consultant contract, CED staff will work with the consultant to engage with the community and brief the City Council. CED staff anticipate that the work to develop the TDDP plan will be completed by late Q1 or early Q2 of 2023.

Budget Significance

Funding for this work will come from the Lodging Tax Fund 107 - Opportunity Bucket monies budgeted in the 2021-2022 biennium, which were approved by Council for use towards a consultant for the TDDP.

Committee Review & Recommendations

Staff recommends that the PED committee recommend that the City Council authorize the City Manager to sign the consultant contract with Next Factor on the next Regular Council meeting consent agenda.

Alternatives

1. Direct staff to modify the consultant contract to address a PED committee concern; OR
2. Refer the consultant contract to the City Council for Council action.

Attachments

Proposed Next Factor Contract

Proposed Work Plan

Proposed Work Plan

We are suggesting 6 phases for this project:



Project Initiation & Management

phase
1

In Phase 1, we will begin by conducting a project initiation meeting with the City of SeaTac team to discuss how the project will unfold over the coming months. This is also a critical time to confirm desired outcomes in as much detail as possible.

During our project initiation call, we will discuss, request and/or finalize the following items with the City of SeaTac:

- Project objectives, approach, timelines, and key milestones
- Collaborative structure and processes between MMGY NextFactor, Hunden Strategic Partners, and the City of SeaTac
- A schedule for updates and check-in calls throughout the project
- Approach to industry and community stakeholder engagement
- A list of stakeholders we will want to engage
- Approach to materials management, including document repository
- A list of key public and private planning documents to review
- Sources for data related to the visitor economy and economic development

Following the initial call, we will provide an overview of the key project milestones, deliverables and travel schedules.

We will develop an interview guide with key questions for the one-on-one consultations with key stakeholders, as well as the focus groups.

The process to develop this Plan will include a detailed examination of current public and private planning documents in the City of SeaTac to understand the current and future state of tourism and economic development in the community.

We will also work with the City of SeaTac, Seattle Southside RTA and other local entities to gather and analyze destination metrics, including but not limited to visitor count, visitor profile, visitor spending, source markets, and length of stay, etc.

Project Initiation & Management

phase
1

This page acknowledges the section in the RFP outlining the required elements in the Tourism Destination Development Plan related primarily to this phase, as well as others.

Status Check

1. Provide overview of the state of the tourism and visitor sector in SeaTac
2. Review the enabling environment of policies and infrastructure in the city
3. Review the tourism product currently offered and its long-term viability
4. Determine percentage of visitors arriving on business and leisure and current service levels for those demographics
5. Identify mechanisms to measure and increase visitor satisfaction
6. Analysis of existing visitor data capturing and analysis mechanisms; recommend improvements
7. Conduct and Integrate travel and tourism stakeholder perceptions and outreach (multiple phases)

Competitive Assessment

phase 2

Hunden Strategic Partners will complete a comprehensive competitive assessment of the City of SeaTac against similar airport city destinations.

Hunden specializes in the intersection of tourism development, economic development, and destination real estate development. We have a passion for data-driven analytics and recommendations that lead to sound and actionable strategies for development success. Simply put, Hunden provides thorough, comprehensive and transparent processes. Our approaches to market demand assessments, governance analysis, project management, and RFP solicitations are unique, independent, complete, and supported by strong methodology.

We will work with the Client to consider what is offered in the City of SeaTac and what markets should be considered as peers and/or competitors for comparison to study lessons learned, strengths and weaknesses, and best practices found in each peer market. Hunden will work with the City of SeaTac to choose (3) appropriate airport cities across the U.S. to profile and assess as peer markets. Hunden will compare what is offered in the peer markets against what is offered in the City of SeaTac, and we will perform SWOT analyses for each competitive city and assess the existing tourism assets.

Hunden has in-house mapping capabilities to contextualize research related to traffic/visitor analyses. Therefore, we're communicating concepts through various maps and graphics, including 3-dimensional maps, demographic migration pattern maps, drive-time analyses and competitive marketplace maps.

With years of experience and lessons learned serving public and private sector clients, Hunden is now one of the only boutique firms in the country that has translated that knowledge into a unique study process for placemaking and tourism scorecard assessments. This effort combines the firm's focused, data-driven processes with strategic placemaking development assessments that lead to performance benchmarking and tourism-related development action plans. It also includes critical comparisons with comparable and competitive communities/destinations to determine where the gaps are and where a community may be falling short. This can include the following analysis efforts:

- Measure and isolate key feeder/source markets
- Visitor demographics
- Length of stay
- Pre/post-visit locations
- Visitor heatmaps once in the community
- Missing market opportunities
- Time of day/Day of week/Monthly seasonality of visitation
- Unique visitors and trips per visitor
- Relevant trade area

Lastly, Hunden invests in geofencing research technology at Placer.ai as a key resource to study customer origin and traffic analytics for sports facilities, hotels, resorts, events centers, retailers, restaurants, specific events, downtowns, and districts. We can determine consumer behaviors and visitor origins dating back to 2017. This helps us understand comparable and competitive activity in relation to the project area. Hunden creates custom data analytics and maps that illustrate primary trade areas, visitor origin, and demographics.

Competitive Assessment

phase 2

This page acknowledges the section in the RFP outlining the required elements in the Tourism Destination Development Plan related primarily to this phase, as well as others.

Competitive Benchmarking

1. Identify similarly sized and situated peer cities, which ideally include airports and are located within 15 miles of a major urban center. Areas may also include local communities, districts within larger cities, or cultural centers in other regions
2. Provide information outlining both challenges and successes, best practices; and published information on performance metrics

Infrastructure Needs

1. Hotel/Retail: Assess SeaTac's hotel district and various retail business zones
2. Infrastructure: Assess the city's existing and planned transportation infrastructure, recommend improvements based on needs of projected visitor demographics
3. Capital Improvements: Assess the need for visitor-focused buildings and locations that fit with the city's competitive identity and demographics targeted for growth (ex: visitor demand drivers; multilingual way finding signage; etc.)

Destination Assessment

phase 3

We will complete a destination assessment for the City of SeaTac.

MMGY NextFactor founder Paul Ouimet created the groundbreaking DestinationNEXT initiative in 2014. It combines the most wide-ranging industry research available with a tool for stakeholder input to provide destinations with highly customized strategies for sustainable growth and effective community engagement.

DestinationNEXT consists of:

- The bi-annual DestinationNEXT Futures Study identifies key trends in leisure tourism and business events, and strategies for DMOs required in today's changing world. The latest Study launched in mid-2021.
- The DestinationNEXT Scenario Model & Assessment Tool is an online diagnostic process with a comprehensive stakeholder survey. It quantitatively and qualitatively identifies how leaders in the community and industry rank the performance of 24 variables related to destination strength and destination alignment (listed below).

To ensure proper representation of all industry trends, we launched the DestinationNEXT 2.0 Scenario Model & Assessment Tool in 2021. Updated variables include: Health & Safety; Sustainability & Resiliency; Arts, Culture & Heritage; Equity, Diversity & Inclusion; and Emergency Preparedness. Within all of the survey's 24 variables, there are a series of questions and respective metrics that provide DMOs with invaluable data for each theme.

Following the survey, the data is entered into the DestinationNEXT scenario model to plot the destination in one of four quadrants, which dictates the specific strategies for the visitor industry. Using this model, we have completed more than 300 detailed assessments of destinations in 11 countries.

In consultation with the City of SeaTac, we will leverage on our expertise in destination assessments to evaluate the above variables (without DestinationNEXT tool) and identify specific opportunities and challenges for destination development in SeaTac.

Destination Strength Variables	Destination Alignment Variables
<ul style="list-style-type: none"> • Attractions & Experiences • Arts, Culture & Heritage • Dining, Shopping & Entertainment • Outdoor Recreation • Conventions & Meetings • Events & Festivals • Sporting Events • Accommodations • Local Mobility & Access • Destination Access • Communication Infrastructure • Health & Safety 	<ul style="list-style-type: none"> • Business Support • Community Group & Resident Support • Government Support • Organization Governance • Workforce Development • Hospitality Culture • Equity, Diversity & Inclusion • Funding Support & Certainty • Regional Cooperation • Sustainability & Resiliency • Emergency Preparedness • Economic Development

Destination Assessment

phase
3

This page acknowledges the section in the RFP outlining the required elements in the Tourism Destination Development Plan related primarily to this phase, as well as others.

Programming

1. Recommend concepts for new or modified events that are unique, sustainable, and profitable that SeaTac can use to attract more visitors and support need periods for hotels, retail and businesses based on the city's competitive identity
2. Recommend concepts that will drive demand for weekend room nights
3. Rank events according to appeal to top spending visitors, top feeder markets, top clients, potential room night consumption and seasonal flows
4. Strong events will consider overlaps between existing visitor demographics and projected trends; They may involve any of the city's demographics, niches, or existing institutions so long as a viable market is identified

Brand Identity Assessment

phase
3

MMGY Global, the parent company of MMGY NextFactor, is a worldwide leader in destination brand development.

Our in-house team at MMGY NextFactor also has decades of experience developing highly varied and innovative destination marketing and branding.

Greg Oates has helped develop brand strategy for national and regional tourism boards for Sweden, Denmark, Monaco, Germany, Canada and Florida, among others, as well as municipal destinations, convention bureaus and tourism boards ranging from Singapore to San Antonio.

For the Singapore Tourist Board, Greg collaborated with the public and private sectors to help produce the city-state's "Passion Made Possible" platform. The new identity and positioning is regarded as a seminal global turning point in destination marketing, from promoting visitor experiences to promoting the community spirit behind those experiences as a competitive differentiator. Also, the Passion Made Possible platform was developed to be able to adapt to the needs of the Singapore Economic Development Board, under the brand vision of "Impossible Stories."

Further, Greg has worked with Frankfurt and Munich's airport facilities to help them reposition in the global marketplace following their loss of marketshare due to the rise of U.A.E. carriers and their airport infrastructure. Especially pertinent to this project, the House of Logistics & Mobility at Frankfurt Airport is a global think tank that's redefining how airports are evolving as business and leisure visitor hubs to drive regional economic development in advanced and creative industries.

Doug McClain has held previous roles as Chief Marketing Officer for Newport Beach & Company and Visit Tampa, and he helped develop brand strategy for Visit Kansas City and Hyatt Hotels & Resorts. In Tampa and Kansas City, Doug led both destinations through a complete rebranding and repositioning process that included stakeholder input sessions, qualitative and quantitative perception studies and complete brand rollouts, website redesigns and new advertising campaigns.

Gateway to the Pacific Northwest

As a team, with all full scope of resources we have available, we will analyze the City of SeaTac's brand identity and compare it against the brands for other leading domestic airport cities. The overall brand narrative for the City of SeaTac should align with, and provide a lighthouse for, other brand stories throughout the region in the hospitality and tourism sector, as well as other related industries.

The deliverable for this phase will be a separate section of the Plan with detailed recommendations for advancing the City of SeaTac's brand identity, in alignment with the related takeaways from all the community engagements.

Brand Identity Assessment

phase
3

This page acknowledges the section in the RFP outlining the required elements in the Tourism Destination Development Plan related primarily to this phase, as well as others.

Competitive Identity

1. Identify SeaTac's strengths individually and as part of SeaTac/Puget Sound
2. Integrate initially gathered travel and tourism stakeholder perceptions and outreach
3. Identify SeaTac's competitive niche for visitors
4. Identify opportunities to market SeaTac as a business/leisure travel destination and ways to extend business/leisure travel stays
5. Make recommendations for a more recognizable, unique SeaTac identity
6. Recommend ways to make SeaTac a stronger competitor for relocating businesses and attracting both business and leisure travelers
7. Provide best practices from similar destinations that united multiple small and medium cities to attract visitors in a manner that generates tourism and travel related jobs, increases investment and creates a better visitor experience as well as branded identity

Icon Concept

1. Recommend concepts and locations for a brandable structure or artwork that can become the city's icon similar to the Chicago "Cloud Gate"; San Antonio "Torch of Friendship"; Rio de Janeiro "Christ the Redeemer"; Frankfurt "Euro Sculpture"; Dallas "Cattle Drive"; or Tel Aviv "Fire and Water Fountain"

Stakeholder Engagement

phase 4

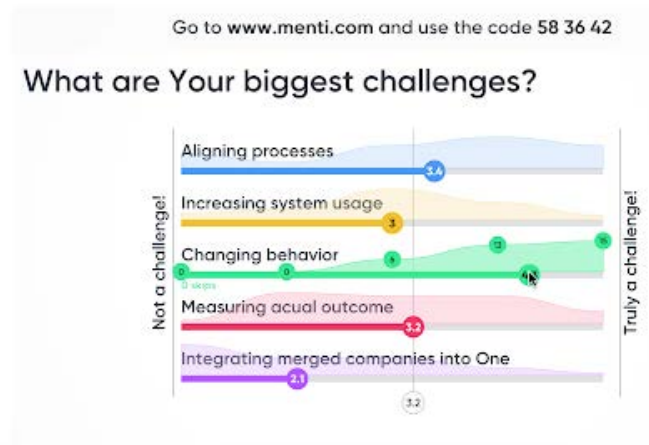
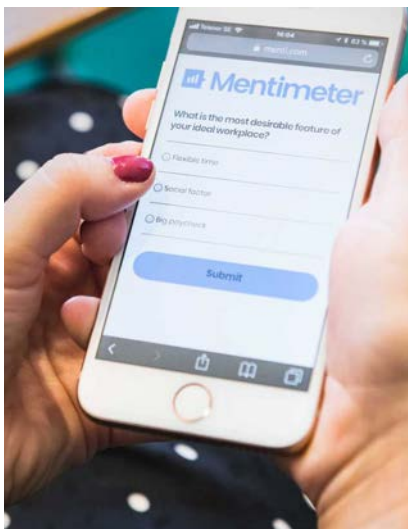
Engaging a diverse set of stakeholders is critical to ensure support for the development and implementation of the Plan’s strategic framework. Along with gathering everyone’s input, our approach to stakeholder engagement will generate buy-in to the Plan.

The objective is to engage a wide spectrum of diverse stakeholders to identify and prioritize opportunities that will improve the City of SeaTac visitor industry and economy. Engagement will include:

- (30) 1-on-1 Interviews: An interview guide will be developed with questions for one-on-one consultations with key stakeholders. We propose the interviews be scheduled in collaboration between MMGY NextFactor and the City of SeaTac.
- (10) Focus Groups: We will organize ten focus groups made up of industry and community leaders in various segments of the private and civic sectors. These 2-hour sessions will include a short presentation, followed by interactive discussion and live polling to identify priority action items.
- (3) Town Halls: We will facilitate live workshops open to the general public to ensure community support for the Plan
- (1) Visioning Workshop: This is a stakeholder session to review the Plan’s strategic framework

Our proven facilitation strategy builds alignment and generates proactive recommendations, supported by all stakeholders. We use the innovative web-based Mentimeter tool to facilitate meetings efficiently and effectively. Collaborative and interactive, Mentimeter provides the following benefits:

- Generates high-volume ideas and conversations, and engages a diverse spectrum of individuals who can provide answers anonymously in a live group environment
- Compares, prioritizes and evaluates ideas in real-time to build consensus and momentum
- Helps synthesize and organize ideas directly into strategic plans
- Works with both onsite and offsite participants, or as a survey instrument sent as an email with a link to a direct, secure site



Strategic Planning Sessions

phase 5

Our extensive engagement plan continues with multiple strategic planning sessions with the City of SeaTac.

Following the bulk of community and stakeholder engagement, we will provide an interim report that highlights all of the key themes and takeaways. We will then meet with the City of SeaTac project team to review and collect feedback to update the interim report.

After that, we will meet with the Steering Committee (or City of SeaTac Taskforce) for a robust discussion about the current and future environment of SeaTac’s visitor economy. It is during this session where we’ll begin to flesh out the Plan’s vision, goals, objectives, and action items for how the City of SeaTac and stakeholders will collaboratively achieve the Plan’s intended outcomes.

We will then regroup with the City of SeaTac team to refine the Plan’s strategic framework, and add performance targets, leads and timelines. The agenda below is a proposed format for our strategic planning sessions with the Steering Committee or Taskforce.

PROPOSED AGENDA FOR CITY OF SEATAC STRATEGIC PLANNING SESSION	
10 Minutes	Opening <ul style="list-style-type: none"> • Welcome and introductions • Project overview
30 Minutes	Background <ul style="list-style-type: none"> • Takeaways from destination assessment • Takeaways from competitive assessment • Interview and focus group takeaways
20 Minutes	Vision <ul style="list-style-type: none"> • Discuss and confirm the Plan’s overarching vision
30 Minutes	Ideal Future Exercise and Prioritization
30 Minutes	Confirm Strategic Framework’s Goals and Initiatives
15 Minutes	Next Steps and Closing Remarks <ul style="list-style-type: none"> • Agree on next steps and action items

Plan Development

phase
6

This final phase of this project is the development and delivery of the 10-year City of SeaTac Tourism Destination Development Plan.

These are the steps throughout the process to develop the Plan in stages, beginning with an early draft through to final delivery and approval.

Draft Recommendations: Following the Visioning Workshop session, we will first develop a draft of the Tourism Destination Development Plan in collaboration with the City of SeaTac project team. Our approach will consider costs, feasibility, available resources, and public-private sector alignment to effectively implement the action items outlined in the Plan. That draft document will go through multiple versions until the City of SeaTac team feels the Plan is ready to distribute to any key stakeholders.

Final Plan: Once the draft Plan has been validated by all necessary parties, we will develop a final SeaTac Tourism Destination Development Plan. Our team of designers will lay out and design the Plan in alignment with the City's brand guidelines.

Ratification: Once the final Plan is finished and approved, we will present the Plan to any appropriate offices for official acceptance and/or ratification.

Implementation: Effective implementation will be critical to the long-term success and credibility of the Plan. Preparing for this can be overwhelming without a planned approach, so our team will develop the Plan so it considers annual budget needs, team member implications, stakeholder partnership opportunities, and effective and transparent evaluation and reporting.

Plan Structure:

As outlined in the RFP, the strategic framework for the SeaTac Tourism Destination Development Plan will be designed in two phases (short and long term) based on opportunities, priorities and resources. This phased process aligns with the City's newly adopted policies for developing the visitor economy in step with the Comprehensive Plan.

Phase 1 – Enhance the Overall Visitor Experience: Strategies will focus on developing programming and supporting activations for existing amenities and optimal areas of the city. There is a wealth of exciting attractions, amenities and visitor infrastructure, so the goal is to connect the dots, improve interconnectivity, and pool strengths to capitalize on the aggregate of experiences available for visitors. Part of that also includes improving branding and messaging aimed at targeted audiences.

Phase 2 – Attract Visitor Industry Demand Drivers: Strategies will provide a more enabling environment for private sector investment in alignment with the City's proposed long-term development goals. As stated in the RFP, the goal is to "encourage organic commercial and residential growth due to the opportunities created through travel and tourism amenity programming."

Plan Development

phase
6

This page acknowledges the section in the RFP outlining the required elements in the Tourism Destination Development Plan related primarily to this phase, as well as others.

Implementation

1. Amenity Programming and Implementation Plan and Financing (To be used for 5 year project management of amenity activation)
2. Provide cost estimates and benefit projections for recommended strategies, programming, and infrastructure
3. Integrate current lodging tax funds and requirements into finance plan
4. Identify additional funding sources for recommendations
5. Identify potential partnerships or contract opportunities for recommendations

Summary

Above all else, it is critical that the SeaTac Tourism Destination Development Plan is a living document that provides ongoing value and benefits for the City of SeaTac and all of its key partners and stakeholders. To accomplish that, all decision making throughout the development of the Plan will take into account strategies for implementation, and the feasibility of those strategies.

That requires that all strategies and action items within the Plan are developed with a clear understanding of:

1. How they will be implemented, and when, with a comprehensive flow chart outlining initiatives and timelines
2. Who will be participating in implementing initiatives and championing coalitions of community and industry partners who will lead, co-lead, and support specific initiatives
3. Sources of sustainable public and private funding to deliver the Plan's outcomes
4. Messaging for visitors, residents, and/or industry and community stakeholders to rally support, address concerns, build momentum, inform and educate about ongoing developments, and share the wins
5. Measurable metrics to help ensure accountability, adhere to timelines, identify successes and challenges, establish benchmarks for subsequent years, and identify new opportunities on an annual basis
6. How success will be measured by aligning the public, private and civic sectors around a shared vision for the future
7. Why residents are key stakeholders, and implementing the Plan's strategies will be much more effective if they support the direction and goals of the Plan

Proposed Timeline

	SEP '22	OCT	NOV	DEC	JAN '23	FEB
1. Project Initiation & Management						
a. Conduct a 1.5-day familiarization trip; meet with Steering Committee	█	█				
b. Project planning, management and monitoring	█	█	█	█	█	█
c. Analysis of public-private planning documents	█	█				
2. Competitive Assessment						
a. Collect econ dev/tourism data for SeaTac & 3 similar cities	█	█	█	█		
b. Develop data sets, asset maps, gap analysis, SWOT			█	█	█	
c. Create analysis outputs and investment recommendation strategy				█	█	█
3. Destination & Brand Assessment						
a. Identify programming & activation opportunities		█	█	█		
b. Conduct competitive brand assessment			█	█	█	
4. Stakeholder Engagement						
a. Conduct 15 one-on-one key stakeholder interviews		█	█	█		
b. Conduct 3 focus groups		█	█	█		
5. Strategic Planning Sessions						
a. Conduct planning sessions with City & Steering Committee					█	█
b. Prepare initial strategic framework					█	█
6. Plan Development						
a. Prepare initial draft of Plan						█
b. Review and edit multiple drafts with City						█
c. Design & present final Plan for approval/ratification						█

Budget Proposal

We are proposing a budget of **\$99,875 USD** to deliver this project as outlined in this proposal.

Cheryll Girard, Operations Manager at MMGY NextFactor, will work with the City of SeaTac on all billing matters.

1. Project Initiation & Management		Cost (\$USD)
a. Conduct a 1.5-day familiarization trip		\$ 4,400
b. Project planning, management and monitoring		\$ 3,900
c. Analysis of public-private planning documents		\$ 4,400
2. Competitive Assessment		
a. Collect econ dev/tourism data for SeaTac & 3 similar cities		\$ 15,000
b. Develop data sets, asset maps, gap analysis, SWOT		\$ 15,000
c. Create analysis outputs and investment recommendation strategy		\$ 15,000
3. Destination & Brand Assessment		
a. Identify development, programming & activation opportunities		\$ 5,700
b. Conduct competitive brand assessment		\$ 2,200
4. Stakeholder Engagement		
a. Conduct 15 one-on-one key stakeholder interviews		\$ 4,400
b. Conduct 3 virtual focus groups		\$ 825
5. Strategic Planning Sessions		
a. Conduct planning sessions with City & Steering Committee		\$ 4,400
b. Prepare initial strategic framework		\$ 7,900
6. Plan Development		
a. Prepare initial draft of Plan		\$ 8,800
b. Review and edit multiple drafts with City		\$ 2,750
c. Design & present final Plan for approval/ratification		\$ 2,200
Total Professional Fees		\$96,875
Fixed Travel Budget		\$3,000
Total Project Budget		\$99,875



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: October 11, 2022
To: Planning & Economic Development (PED) Committee
From: Evan Maxim, Community & Economic Development Director
Subject: CRF22-09: Renters Eviction Notices and Lowering Late Fee Charges

Summary

On July 22, 2022, Councilmembers Guzman and Egal submitted a Council Request Form (CRF22-09) related to renters' eviction notices and reducing renter late fee charges. Following preparation of a response by staff, CRF22-09 was reviewed by the City Council and referred to the Council PED committee. Staff has identified several options on how to proceed and is seeking guidance from the PED committee.

Analysis

CRF22-09 Request and Response

CRF22-09 (attached) seeks to require a minimum of 90-days' notice prior to the eviction of a renter and to establish a maximum amount of ten dollars (\$10) for fees associated with late rent payment. The CRF indicates that the purpose of establishing this program is to provide protection to renters who are facing *"...increasing rental costs, unprecedented eviction rates, and unbearable late fee charges..."*

In preparing the response to CRF22-09, staff briefly reviewed similar ordinances adopted by Auburn, Burien, and Tacoma. This review served as the basis for the preliminary response in CRF22-09 related to the adoption of an implementing ordinance and ongoing operational costs. For ease of reference, this program has been described as a "renters' protection" program by CED staff. As noted in the response to the CRF, CED staff estimate that drafting the ordinance would cost the City approximately \$6,000 in staff time. Ongoing enforcement costs are estimated at \$41,000, which is equivalent to approximately one-third of an FTE. Because there is relatively little information related to this subject in SeaTac, it is possible enforcement costs may be significantly higher or lower than the current estimate.

Implementation Options

Outside of anecdotal information, staff has insufficient data to evaluate how many SeaTac residents may benefit from this type of renters' protection program. Additional SeaTac specific data may be useful to the City Council when deciding whether to implement the program and, if implemented, make the program permanent. Consequently, staff is seeking guidance from the PED committee regarding several options:

1. *Establish a permanent renters' protection program as described in CRF22-09.* This option would implement CRF22-09 as originally requested and is evaluated in the response to the CRF.
2. *Adopt a temporary renters' protection program as described in CRF22-09, and direct staff to collect data related to the program.* This option would establish a temporary program for 3 to 5 years and would include data collection to inform a decision by a subsequent City Council to implement a permanent program.
3. *Engage in a study of the cost and effectiveness of a renters' protection program prior to taking any action.* As noted in the response to CRF22-09, the cities of Auburn, Burien, and Tacoma have had a similar renters' protection program for several years. CED staff could develop a scope of work for a study of these programs and report back to the PED committee for additional direction. It may be

necessary to retain a consultant to do complete the study, which would require a budget amendment by the City Council.

4. *Halt further work on this program until a later date.* The City is initiating the 2044 Comprehensive Plan update, which will include review of all SeaTac housing related goals and policies. The City Council could re-visit this subject as part of the update and provide guidance at that time. This option would allow the City Council to consider a renters' protection program within the wholistic context of other Housing and Human Services goals and policies.

Recommended approach

A renters' protection program and ordinance as proposed by CRF22-09 does not meet the definition of a "development regulation" under RCW 36.70A.030, and consequently does not require Planning Commission review and recommendation to the City Council.

Staff recommends that the City engage with the communities affected by this type of renters' protection program (i.e., renters and landlords) if option 1., 2., or 3. are selected. Such engagement often takes the form of directly soliciting community input and holding a public hearing. In this case, community engagement could be done either by the Planning Commission or by the PED committee.

Staff is seeking guidance from the PED committee regarding whether to directly engage the affected communities, and whether the Planning Commission should have a role in making a recommendation to the City Council.

PED Committee Direction

Staff is seeking PED committee direction regarding:

- A. Which implementation option (above) to pursue; AND
- B. The approach to engaging with the community and if the PED wants to seek a Planning Commission recommendation.

Packet Materials:

- a. This memo
- b. CRF22-09
- c. PowerPoint



COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2022-09

Revision date: 3/15/22 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:** 07/20/2022

■ **Desired Response Date:** 08/20/2022
Is this issue time-sensitive; are there other timing factors to consider?

Timing-sensitive matter. 90 days SeaTac renters' eviction and lowering unbearable late fees charges.

■ **Title of Request:** 90 days SeaTac Renters Eviction Notices, and Lowering Late Fees Charges.

■ **Requestor:** Councilmembers Iris Guzman and Mohamed Egal

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.

90 days SeaTac Renters Evictions Notices and Lowering Late Fees Charges New Code Adoption.

Background

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

City of SeaTac has over 38 % seniors living on a fixed income and 51.22% constituents who are working-class renters, most of them working in the service industry and airport related jobs. COVID19 hits hard on them and are losing for their jobs and homes with no tangible saving to rely on. Our Service-industry workers are confronting skyrocketing rental increases, unprecedented eviction rate, and unbearable late fees charges while dealing with cost of living due to uncontrollable inflations daily. Many of them are couch surfing with relatives and homeless shelters so they can be near for their kids' schools, families and friends after exhausting for all other family support safety net systems in our community.

■ **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?

City of SeaTac to adopt 90 days rental eviction notices and capping 10 dollars for late fee charges. .

Connection

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

City's Housing Work Plan (CAP),

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.

Will increase SeaTac housing affordable stocks, reduce unwarranted late fees charges, and evictions.

Why is this the City's issue to address?

City of SeaTac is home to the 8th largest airport in the United States and the gateway to the Pacific Northwest/Asian Pacific Region, we have unique responsibility and needs more any other communities in King County to have an educated, and blue-color labor forces to manage and serve a 24/7/360 a year's global airport facilities and operations.

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.

SeaTac Housing Comprehensive DEV

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.**

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

City of SeaTac Community Conversation Report.

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 Acknowledgement and Staff Assignment

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
- Email CRF to the City Manager for department head(s) assignment

ACTION: City Manager

Enter date received: 07/20/2022

Enter Department Head(s) assigned and due date: CED, due 07/29/2022

Email CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

STEP 2 Preliminary Response

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

Enter estimated time needed to complete the request (in hours):

- **Enacting ordinance:**
 - Research relevant statutes and case law, draft the ordinance, present to City Council committee for review, revise as needed, and present to City Council for adoption
 - 75 hours.
- **Code compliance long-term implementation of the program (assuming approximately 50 cases per year):**
 - Investigations, notice of violations, civil penalties, legal support
 - Approx. 700 hours per year (approximately 0.33 FTE)

Enter estimated completion date based on current workload:

- Enacting Ordinance: March 2023
- Enforcement would occur immediately after the effective date of the enacting ordinance.

What is the estimated budget impact/cost?

- Enacting ordinance: Approximately \$6,000 (One Time Cost)
- Estimated enforcement costs: Approximately \$41,000 (annual)

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

Cost / time estimate:

- In preparing the response to this CRF, similar regulations to those proposed in the CRF in Auburn, Burien, and Tacoma were briefly reviewed for operational context.
- Burien and Tacoma essentially use a code compliance process to ensure compliance; Auburn requires compliance through their business license process.
 - For the purposes of estimating staff time, I used the code compliance process. If the City Council adopts a different approach, this will affect overall staff resource needs.
 - For the purposes of determining that staff could accommodate this work without hiring additional FTEs, I am assuming some reduction in how quickly code compliance resolves all code violations.
- Tacoma's program was adopted in 2018, Auburn in 2020, and Burien in 2019. There was no available data only related to the number of cases per year – so the estimate of number of cases per year is a guess based on the number of rental units (~4,800 households) in SeaTac.
- Additional research into staff resource needs will be done during the Ordinance adoption process. If additional resources are required, staff will recommend the City Council pass a budget amendment, which may result in a delay in the adoption of the Ordinance.

Email CRF to City Manager by due date; copy Deputy City Manager for PW, PCPS, and CED

STEP 3 Review and Category Assignment

ACTION: City Manager

Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

- Minor Less than one hour
- Minor but Council referral/approval requested due to nature of request
- Significant More than one hour, but less than three hours
- Significant but Council referral/approval requested due to nature of request
- Major More than three hours. Council referral to Council Committee **PED, 08/09/2022**
- Major More than three hours. Approval to proceed. Council Committee not applicable

Email CRF to the Executive Assistant

STEP 4 Routing Based on Category

ACTION: Executive Assistant

Choose one box below based on category assigned in step 3 above:

Minor and Significant

- Email CRF to Department Head(s) to complete the final response in Step 6 (**skip Step 5**).

Copy the City Manager and DCM for PW, PCPS, and CED.

Major or Minor/Significant to Council due to nature of request

Add to City Manager's Council Meeting Notes for next Regular Council Meeting

Email the updated CRF to City Council c: Evan, GVO on 8/4/22

Note: email at least 24 hours before the RCM if Council approval/referral is being requested

STEP 5 Following Council Action at RCM

ACTION: Executive Assistant

Check the Council Actions posted by the City Clerk following the RCM

Choose an option below:

Council Referral

Enter Council Committee and RCM date: PED 8/9/22

Update the CRF and status report

Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF form to City Council

Track milestones to resolution on the status report in Teams

Approval to proceed. Council Committee referral not applicable.

Enter RCM Meeting approval date: [Click here to enter text.](#)

Update the CRF and status report

Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF form to City Council

Track milestones to resolution on the status report in Teams

If Council did **NOT** approve referral to Committee or Approval to Proceed:

Mark as closed on CRF and status report

Move to closed folder

Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED with a reminder to track progress on the status report in Teams

Email updated CRF form to City Council

STOP HERE. Steps 6 and 7 are not relevant

Step 6 Assigned Department Head(s) Provide Response

ACTION: Department Head(s) final response

Enter final response to Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 4 above.

Enter response date: [Click here to enter text.](#)

Enter actual staff time spent: [Click here to enter text.](#)

Insert response here (**expandable field**) or as an attachment.

Email CRF to Executive Assistant

Step 7 Review and Routing of Final Response

This section is only used for: Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 6 above.

ACTION: Executive Assistant

Email CRF with final response to City Manager for review; copy Deputy City Manager for PW, PCPS, and CED

ACTION: City Manager

If response is satisfactory, email Executive Assistant to email CRF to City Council and close.

OR

If response requires editing, email back to Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once response edited satisfactorily, email Executive Assistant to email CRF to City Council and close.

ACTION: Executive Assistant

Email updated CRF to City Council

Update the status report

Move the CRF to the closed folder

CRF22-09: RENTERS EVICTION NOTICES & LOWERING LATE FEE CHARGES

October 27, 2022



PURPOSE OF PRESENTATION

Staff is seeking PED Committee guidance related to which option to pursue in responding to the Council Request Form (CRF22-09) related to renters' eviction notices and reducing renter late fee charges

WHY IS THIS ISSUE IMPORTANT?

1. On July 22, 2022, Councilmembers Guzman and Egal submitted CRF22-09 related to renters' eviction notices and reducing renter late fee charges. The CRF was referred to the PED committee.
2. CED staff have identified several possible options for the Council to take action in response to the CRF22-09. Staff is seeking PED committee guidance on which approach to use.
3. CED staff are also seeking guidance from the PED committee regarding community engagement and the role of the Planning Commission.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED – Staff are seeking:

- PED committee direction on which option to pursue in response to CRF22-09;
AND
- PED committee direction on whether Planning Commission and community engagement are necessary to proceed.

STAFF RECOMMENDATION Staff recommends that the City engage with the community if options 1, 2, or 3 are selected.

REVIEWS TO DATE

- None



CRF22-09: RENTERS' EVICTIONS & LATE FEES

CRF22-09:

- CRF22-09 seeks to require
 - A minimum of 90-days' notice prior to eviction
 - A maximum amount of ten dollars (\$10) in late fees
- Similar ordinances have been adopted by Auburn, Burien, and Tacoma; a review of these ordinances served as the basis for estimating cost for implementation and ongoing enforcement
- Approximately half of the residents in SeaTac rent their homes; there is no information related to how many renters may benefit from this program.



OPTIONS: CRF22-09

Identified Options

1. Establish a permanent renters' protection program as described in CRF22-09;
2. Adopt a temporary renter's protection program and direct staff to collect data related to the program.
 - Collected data would be used to inform a future Council decision on whether to make the program permanent
3. Engage in a study of the cost and effectiveness of a renters' protection program prior to taking any action.
4. Halt further work on this program until a later date.
 - City Council and the community will review all SeaTac housing related goals and policies as part of the 2044 Comprehensive Plan update



COMMUNITY ENGAGEMENT & APPROACH

Approach

- A renter's protection ordinance like this one is not a development regulation that requires Planning Commission review.
- Community engagement around options 1., 2., and 3. is recommended.
- The Planning Commission or the PED committee could conduct the community engagement
 - Typically, community engagement is part of the Planning Commission's review prior to making a recommendation to City Council.



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED – Staff are seeking:

- PED committee direction on which implementation option to pursue in response to CRF22-09; AND
- PED committee direction on whether Planning Commission and community engagement are necessary to proceed.

STAFF RECOMMENDATION Staff recommends that the City engage with the community if options 1, 2, or 3 are selected.

REVIEWS TO DATE

- None





MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: October 27, 2022
To: Planning & Economic Development (PED) Committee
From: Evan Maxim, Community & Economic Development Director
Subject: CRF22-10: Amending the Multifamily Tax Exemption code

Summary

On September 6, 2022, Councilmember Mohammed Egal submitted a Council Request Form (CRF22-10) related to update the Multifamily Tax Exemption provisions in the SeaTac Municipal Code (“code”). Following preparation of a response by staff, CRF22-10 was reviewed by the City Council and referred to the Council PED committee. An update to the Multifamily Tax Exemption code is currently part of the Community and Economic Development (CED) work plan for 2023. Staff is providing an informational update to the PED committee on the timing of this work. PED will have the opportunity to provide additional guidance at this PED committee meeting as well as at one or more meetings scheduled for early 2023.

Analysis

CRF22-10 Request and Response

CRF22-10 (attached) seeks to prompt a City Council review of the current Multifamily Tax Exemption (MFTE) code requirements. The goal of the CRF22-10 is to preserve and create additional housing that is affordable to SeaTac essential workers, thereby enhancing their quality of life.

The current MFTE code prohibits new applications after December of 2024. Additionally, the Washington State Legislature updated the state law related to the tax exemption in 2021, enabling new local requirements and provisions. In 2022, while reviewing several applications for MFTE approval, several City Councilmembers indicated that they wanted to review, and possibly amend, the provisions of MFTE code. Consequently, an update of the MFTE code was incorporated into CED’s workplan for 2023.

Next Steps

CED staff are currently in the process of researching the recent amendments to Washington State Law related to MFTE regulations. In Q1 of 2023, CED staff will be seeking additional guidance from the PED related to amendments to the SeaTac MFTE code. We will be looking for policy guidance from the PED committee related to the underlying policies and goals implemented through the SeaTac MFTE code. These policy considerations include A) modifying the number of required affordable units to qualify for an MFTE approval, B) at what income level the units are affordable at (e.g. moderate, low, very low income), and C) what, if any, other public benefits may qualify for a tax exemption.

Following this initial guidance by the PED committee, the Planning Commission will begin its review, seek public input, hold a public hearing, and make a recommendation to the City Council. The Planning Commission draft code will be reviewed by the PED committee prior to City Council action, which is anticipated by the end of 2023.

PED Committee Direction

The purpose of this memo is primarily to brief the PED Committee on the anticipated timeline and approach to updating the SeaTac MFTE code. If PED Committee members would also like to provide policy guidance at this meeting, we will incorporate this guidance into materials for further review and discussion in 2023.

Packet Materials:

- a. This memo
- b. CRF22-10



COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2022-10

Revision date: 3/15/22 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:** 09/06/2022
- **Desired Response Date:** 10/07/2022
Is this issue time-sensitive; are there other timing factors to consider?
Timing-sensitive matter. Changing the City of SeaTac's MFTE Code.
- **Title of Request:** City of SeaTac MFTE Code.
- **Requestor:** Councilmember Mohamed Egal

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.

The City of SeaTac Multifamily Property Tax Exemption (MFTE) Program provides a tax exemption on eligible multifamily housing in exchange for income- and rent-restricted units. By supporting mixed-income residential development in the urban centers, the MFTE program ensures affordability as the community grows. *Successful mixed income-housing experiments are the most proven and productive housing, social and economic developments in America for the last 45 years after the Community Re-investment Acts in 1977.*

Background

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

City of SeaTac has over 38 % seniors living on a fixed income. Average basic social security benefits are \$ 1,542.22 per month while average one-bedroom rent in SeaTac is \$ 1,326.00. Over 51.22% SeaTac residents are renters, and most of them are working-class employed by the Airport or other related service industry employers. COVID19 hits hard on them and are losing for their jobs due to skyrocketing rental increases and childcare costs. It is the best interest of the City of SeaTac to preserve and expand affordable housing options for workers and residents that it depends on tax revenue and services.

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?

City Council to review MFTS requirements, staff can offer suggestions on changes within new SeaTac Housing Action Plan.

Connection

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

It is essential part of the SeaTac 2044 Major Comprehensive Plan, which will be before the City Council.

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.

As indicated by the PED staff presentation on June 23, 2022, SeaTac is lagging of affordable housing for <30% KC AMI and >100% KC AMI plus SeaTac AMI is 20% of KC AMI. Enacting new SeaTac's MFTE modification will preserve affordable housing for SeaTac essential workers and enhance for their quality of life.

Why is this the City's issue to address?

City of SeaTac is home to the 8th largest airport in the United States and the gateway to the Pacific Northwest/Asian Pacific Region, we have unique responsibility and opportunity to preserve affordable housing for working-class workers and residents, who are back bone of our economy and City.

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.

SeaTac Housing Work Plan and City of SeaTac's Comprehensive Plan.

Goals 3.6J:

- Policy 3.6 B City land and construction-related codes to encourage and development and adequate supply of affordable housing for all economic segments of the forecast population.
- Policy 3.6C offer incentive programs for developers to preserve, replace or build additional affordable housing units.
- Policy 3.6D cooperate with private sector, non-profit agency and public entities in the planning and development housing in SeaTac.

Connection to Citywide Goals

SeaTac Housing Action Plan: Encourage more housing near light rail stations within the City's three designated area and urban villages by exploring less common types like townhouses, duplexes, triplexes, and small apartment buildings (sometimes called the "missing middle"), and supporting home ownership and other ways to increase housing choices in the city.

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.

This will ensure City land use and construction-related codes to encourage development and adequate supply of affordable housing for all economic segments of the forecast population.

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

Referring to PED committee.

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

City of SeaTac Community Conversation Report.

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 Acknowledgement and Staff Assignment

ACTION: Executive Assistant

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

ACTION: City Manager

Enter date received: 09/06/2022

Enter Department Head(s) assigned and due date: CED, Due 09/30/2022

Email CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

STEP 2 Preliminary Response

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

Enter estimated time needed to complete the request (in hours):

- **Ordinance:**
 - **Research relevant statutes and case law, seek City Council committee guidance**
 - **Planning Commission review and public hearing (4 to 6 meetings with public hearing), draft updated regulations, SEPA and Department of Commerce review**
 - **City Council committee review and City Council approval**
 - **300 hours**

Enter estimated completion date based on current workload:

- **December 2023**

What is the estimated budget impact/cost?

- **Ordinance:** **Approximately \$16,500 (One Time Cost)**

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

The current MFTE regulations for SeaTac prohibit new applications after December of 2024 (SMC 3.85.060(D)). In addition, the state statute (RCW 84.14) authorizing the MFTE programs was substantially updated by the Washington State legislature in 2021.

Consequently, the Community & Economic Development department has already added an update to the MFTE regulations for SeaTac to its work plan for 2023. This work plan item will be reflected in the proposed 2023-2024 biennium budget documents. Councilmember Egal and the City Council will have the opportunity to provide guidance to CED in 2023 prior to the Planning Commission's review.

Email CRF to City Manager by due date; copy Deputy City Manager for PW, PCPS, and CED

STEP 3 Review and Category Assignment

ACTION: City Manager

Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

- Minor Less than one hour
- Minor but Council referral/approval requested due to nature of request
- Significant More than one hour, but less than three hours
- Significant but Council referral/approval requested due to nature of request
- Major More than three hours. Council referral to Council Committee [Click here to enter text.](#)

Major More than three hours. Approval to proceed. Council Committee not applicable

Email CRF to the Executive Assistant

STEP 4 Routing Based on Category

Skip to 7

ACTION: Executive Assistant

Choose one box below based on category assigned in step 3 above:

Minor and Significant

Email CRF to Department Head(s) to complete the final response in Step 6 (**skip Step 5**). Copy the City Manager and DCM for PW, PCPS, and CED.

Major or Minor/Significant to Council due to nature of request

Add to City Manager's Council Meeting Notes for next Regular Council Meeting

Email the updated CRF to City Council

Note: email at least 24 hours before the RCM if Council approval/referral is being requested

STEP 5 Following Council Action at RCM

ACTION: Executive Assistant

Check the Council Actions posted by the City Clerk following the RCM

Choose an option below:

Council Referral

Enter Council Committee and RCM date: [Click here to enter text.](#)

Update the CRF and status report

Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF form to City Council

Track milestones to resolution on the status report in Teams

Approval to proceed. Council Committee referral not applicable.

Enter RCM Meeting approval date: [Click here to enter text.](#)

Update the CRF and status report

Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF form to City Council

Track milestones to resolution on the status report in Teams

If Council did **NOT** approve referral to Committee or Approval to Proceed:

Mark as closed on CRF and status report

Move to closed folder

- Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED with a reminder to track progress on the status report in Teams
- Email updated CRF form to City Council

STOP HERE. Steps 6 and 7 are not relevant

Step 6 Assigned Department Head(s) Provide Response

ACTION: Department Head(s) final response

Enter final response to Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 4 above.

Enter response date: [Click here to enter text.](#)

Enter actual staff time spent: [Click here to enter text.](#)

- Insert response here (**expandable field**) or as an attachment.

 - Email CRF to Executive Assistant
-

Step 7 Review and Routing of Final Response

This section is only used for: Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 6 above.

ACTION: Executive Assistant

- Email CRF with final response to City Manager for review; copy Deputy City Manager for PW, PCPS, and CED

ACTION: City Manager

- If response is satisfactory, email Executive Assistant to email CRF to City Council and close.
- OR**

If response requires editing, email back to Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once response edited satisfactorily, email Executive Assistant to email CRF to City Council and close.

ACTION: Executive Assistant

- xEmail updated CRF to City Council – 9/23/22

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This CRF is marked minor as it is already in the CED 2023 workplan. Status will be noted on the CRF status report by CED Director Evan Maxim to fruition.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: October 27, 2022
To: Planning & Economic Development (PED) Committee
From: Evan Maxim, Community & Economic Development Director
Subject: King County Countywide Planning Policies & Housing: Update

Summary

The Washington State legislature and King County are in the process of adopting new legislation (and policies and goals) in advance of the state-mandated update to local jurisdictions' Comprehensive Plans. Currently, King County is considering draft Countywide Planning Policies (CPPs) related to: 1) affordable housing, 2) permanent supportive housing, and 3) engaging in the review of jurisdictions' comprehensive plans. The purpose of this memo and presentation is to provide an update to the PED committee regarding the King County's work in drafting CPPs.

Overview

Background: General

The Growth Management Act (GMA) provides for regional planning by each county in Washington State; policies adopted by a county are referred to as Countywide Planning Policies (CPPs). The GMA also allows multiple counties to collaborate in the adoption of policies; these are referred to as Multicounty Planning Policies (MPPs). King County, together with Kitsap County, Pierce County, Snohomish County, and the cities in each county, comprise the Puget Sound Regional Council (PSRC). PSRC has adopted MPPs in Vision 2050, which was adopted in October 2020.

The purpose of the CPPs and the MPPs is to ensure that the comprehensive plan of each county and city is coordinated with, and consistent with, the comprehensive plans of other counties or cities which share common borders or interests in regional issues. The CPPs and MPPs also provide a regional policy approach to addressing regional issues, such as managing population growth (i.e., housing and jobs) and addressing the lack of affordable housing.

SeaTac is also required by GMA to regularly amend the SeaTac Comprehensive Plan to ensure that SeaTac's goals and policies remains consistent with the GMA, the MPPs, and the CPPs. The Comprehensive Plan is the basis for SeaTac to adopt development regulations, make budgetary decisions, and implement other programs and activities. The next "major" update of all cities', including SeaTac's, Comprehensive Plan must be completed by December 2024.

King County has been coordinating closely with staff in the 39 King County cities, PSRC, and Washington State to refine policy guidance in advance of the mandated 2024 Comprehensive Plan update.

Background: House Bill 1220

As part of the Washington State legislative session in 2021, the legislature passed House Bill (HB) 1220. HB 1220 has several different requirements. With regard to affordable housing, HB 1220 requires that counties and cities plan for A) housing affordable for moderate, low, very low, and extremely low-income households, and B) plan for emergency housing, emergency shelters, and permanent supportive housing. HB 1220 also

requires the identification of policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.

The Washington Department of Commerce (Commerce) was tasked with developing guidance for counties and cities related to this work. Draft guidance has been released on Commerce's website¹. King County and local cities are monitoring Commerce's draft guidance, as it will affect the mandated update to each jurisdictions' comprehensive plan.

Background: Regional

In 2021, following the passage of PSRC's Vision 2050 and passage of HB 1220, King County adopted several amendments to their CPPs related to housing. The City of SeaTac provided input and engaged with King County around several different topics – specifically: A) the growth targets for SeaTac, B) housing, and C) regional collaboration. The 2021 CPPs included growth targets for SeaTac and other cities in King County. "Growth targets" are a policy statement about the amount of housing and jobs SeaTac will plan to accommodate. For SeaTac, the housing growth target is a net of 5,900 new units and 14,810 new jobs in the period between 2019 and 2044. SeaTac has sufficient capacity for this additional growth; consequently, the City does not anticipate a required change to its zoning regulations to increase total housing and job capacity.

During the review of the 2021 CPP amendments by the Growth Management Planning Committee (GMPC), SeaTac and several other cities in South King County (Federal Way, Kent, Renton, and Tukwila) commented on the then-draft 2021 CPP amendments in a May 5, 2021, joint letter. In summary, the joint letter recommended that the draft 2021 CPP amendments incorporate language be further amended to:

- Recognize that affordable housing was not evenly distributed throughout King County;
- Account for the impact of regional facilities (e.g. transfer stations, jails, behavioral health facilities, homeless shelters, etc.) have on communities in South King County;
- Ensure that seeming impartial standards like "efficiency" are not used to perpetuate historical impacts on the BIPOC communities in South King County; and
- Recognize that regional challenges should be addressed through a well-defined collaborative process.

King County deferred action on several amendments to the CPPs in 2021 related to subjects that the SeaTac had commented on; these amendments were referred to the King County Affordable Housing Committee (AHC) for further review. SeaTac staff have continued to engage with the AHC related to the above comments. The AHC will be reviewing draft CPP amendments related to these subjects, starting on November 3rd.

SeaTac staff provided regular updates to the PED committee regarding the growth targets and the 2021 CPP amendments in November 2020, and in January, February, March, and June of 2021. In early 2022, SeaTac passed a resolution not ratifying the King County CPPs, because SeaTac's comments were not addressed in the 2021 CPP amendments.

Affordable Housing Need

King County is planning to accommodate approximately 308,000 new households² for the time period between 2019 and 2044. Based upon Commerce's initial guidance, within King County, new affordable housing needs will require the following breakdown:

¹ <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/updating-gma-housing-elements/>

² Numbers in this paragraph are approximate.

- 0-30% AMI: 122,000 households
- >30-50% AMI: 47,000 households
- >50-80% AMI: 23,000 households
- >80-100% AMI: 15,000 households
- >100-120% AMI: 17,000 households
- >120% AMI: 84,000 households

Every city in King County is required to plan to accommodate a portion of the affordable housing need. No city will be required to increase its overall growth target. Planning for the affordable housing need is a further refinement of the current housing growth target; King County will establish CPPs guiding the distribution of the affordable housing need.

It is very unlikely that private development will provide housing that is affordable in either the 0-30% AMI or >30-50% AMI bands; consequently, this housing will likely need to be subsidized. At present, the State and regions are considering what subsidies may be necessary to create this amount of housing.

To assign the affordable housing need, the AHC established three guiding principles:

1. Increase housing choices for low- and moderate-income households in areas with fewer affordable options currently.
2. Promote a more equitable distribution of housing choices across all jurisdictions.
3. Options must align with the GMA, PSRC Vision2050, and CPPs, and accommodate the countywide affordable housing need.

Using these three principles, several options for assigning the jurisdictional affordable housing need have been discussed by the AHC and jurisdictions – these are:

- Option 1 – Allocate a percent share of new housing growth to each AMI band. For example, all jurisdictions must plan for 40% of their new growth as households affordable at 0-30% AMI.
- Option 2 – Allocate affordable housing need so all jurisdictions will have the same percentage amount of affordable housing in each income band by 2044. For example, all jurisdictions would plan to have 40% of their total households affordable at 0-30% AMI.
- Option 3 – Allocate affordable housing need consistent with each jurisdictions’ housing growth target, and then adjust to account for the existing amount of affordable housing, income-restricted housing, and the ratio of jobs that would earn a wage for each income band.

SeaTac’s current housing growth target is 5,900. The following table describes approximately how each option would assign affordable housing need to the City of SeaTac:

Income Band	Option 1	Option 2	Option 3
0-30% AMI	2,400	1,900	950
>30-50% AMI	900	-1,000 ³	190
>50-80% AMI	400	-1,400 ³	150
>80-100% AMI	300	450	600
>100-120% AMI	300	1,000	700
>120% AMI	1,600	4,900	3,300

The first option (Option 1) meets countywide need. However, this option but does not increase housing choice in areas with fewer affordable housing options as much as option 3. This option also does not promote a more equitable distribution of housing choice across all jurisdictions.

³ Because option 2 focuses on the “end result” in 2044, several jurisdictions (including SeaTac) would be required to plan for a reduction in some affordable housing bands.

The second option (Option 2) is inconsistent with GMA, PSRC Vision 2050, and the already adopted County growth targets; in some cases, this option would require planning for a reduction of existing housing in some affordable housing bands.

The third option (Option 3) addresses all three principles best and has generally been supported by the staff in South King County. Some jurisdictions in East King County have indicated a preference for the second option. At present, it appears that the AHC may recommend Option 3 to assign affordable housing need to each jurisdiction.

Permanent Supportive Housing

HB 1220 also requires that the County, and by extension the cities, provide capacity for permanent supportive housing. The State defines “permanent supportive housing” is subsidized housing with no limit on the length of stay, for people who need comprehensive support services; permanent supportive housing is intended to support people who are at higher risk of homelessness.

For the purposes of calculating County and local jurisdictions’ “need”, permanent supportive housing is a portion of the 0-30% AMI band of housing. In 2021, the SeaTac City Council adopted permanent supportive housing regulations in response to HB 1220, which allowed the City to ensure it remained compliant with state law. At present, it appears that SeaTac will need to ensure that there is capacity for approximately 350 permanent supportive households. In total, King County will need to provide for approximately 45,000 permanent supportive households.

Plan review

In 2021, several jurisdictions commented on the then-draft CPP amendments regarding the development of a collaborative process to ensure accountability. This policy discussion has evolved at AHC to include a plan review and plan certification process by King County to confirm that CPPs related to housing are implemented at the local level.

The plan review process will require jurisdictions to document compliance with the King County Housing CPPs as part of each jurisdictions’ Comprehensive Plan development, and to document specific implementation strategies and time frames. This work is already largely required by Washington State (WAC 365-196-650) but will require some additional coordination between each city and King County staff. King County has indicated it will monitor the progress of each city towards completing their implementation strategies. Under the plan review process, if King County believes that a city has not adequately addressed the Housing CPPs, the AHC will communicate with the city to documenting AHC’s concerns and suggest an alternative approach to the policy issue.

King County is also piloting a plan certification process, which will add an additional layer of scrutiny and interaction between cities and King County prior to certification. Under the plan certification process, if King County believes that a city has not adequately addressed the Housing CPPs, the AHC will send a letter to the city documenting their concerns and suggesting an alternative approach to the policy issue. If a city fails to address the County’s concerns, the city’s comprehensive plan would not be certified by the County as compliant.

Presuming the King County Council adopts the proposed CPP language related to plan review and certification, SeaTac staff will participate in the plan review process. This will require additional staff time during the 2024 Comprehensive Plan amendment process.

Over time, both the plan review process and plan certification process will allow King County to collect data related to the efforts made by local jurisdictions to address the requirements of both HB 1220 and the County's related policies.

Schedule

King County is in the process of adopting amendments to the Countywide Planning policies. The amendments will follow a public process that will solicit input from the public, other organizations, and regional bodies (e.g., Sound Cities Association, SKHHP, etc).

Currently, the AHC is currently in the process of reviewing draft amendments to the CPPs related to these housing policy items with the goal of making a recommendation to the GMPC by the end of 2023. The GMPC will consider these CPP amendments in 2023 and make a recommendation to the King County Council in approximately June 2023. The King County Council is scheduled to act on these CPP amendments by the end of 2023.

PED Committee Direction

The purpose of this memo is to provide an informational update to the PED committee regarding legislation that may affect the City Council's work in the future. No PED committee direction is required at this time.

Packet Materials:

- a. This memo
- b. PowerPoint

KING COUNTY COUNTYWIDE PLANNING POLICIES & HOUSING: UPDATE

October 27, 2022



PURPOSE OF PRESENTATION

Staff is providing an update to the PED committee related to State and Regional policy discussions.

WHY IS THIS ISSUE IMPORTANT?

1. The State and region continue to develop legislation related to affordable housing in advance of the City's Comprehensive Plan update.
2. King County's work in developing the countywide planning policies (CPPs) will affect SeaTac's Comprehensive Plan and the city's long-term strategy around affordable housing.
3. King County will be soliciting public comment in late 2022 and / or in 2023.

POTENTIAL COMMITTEE ACTION

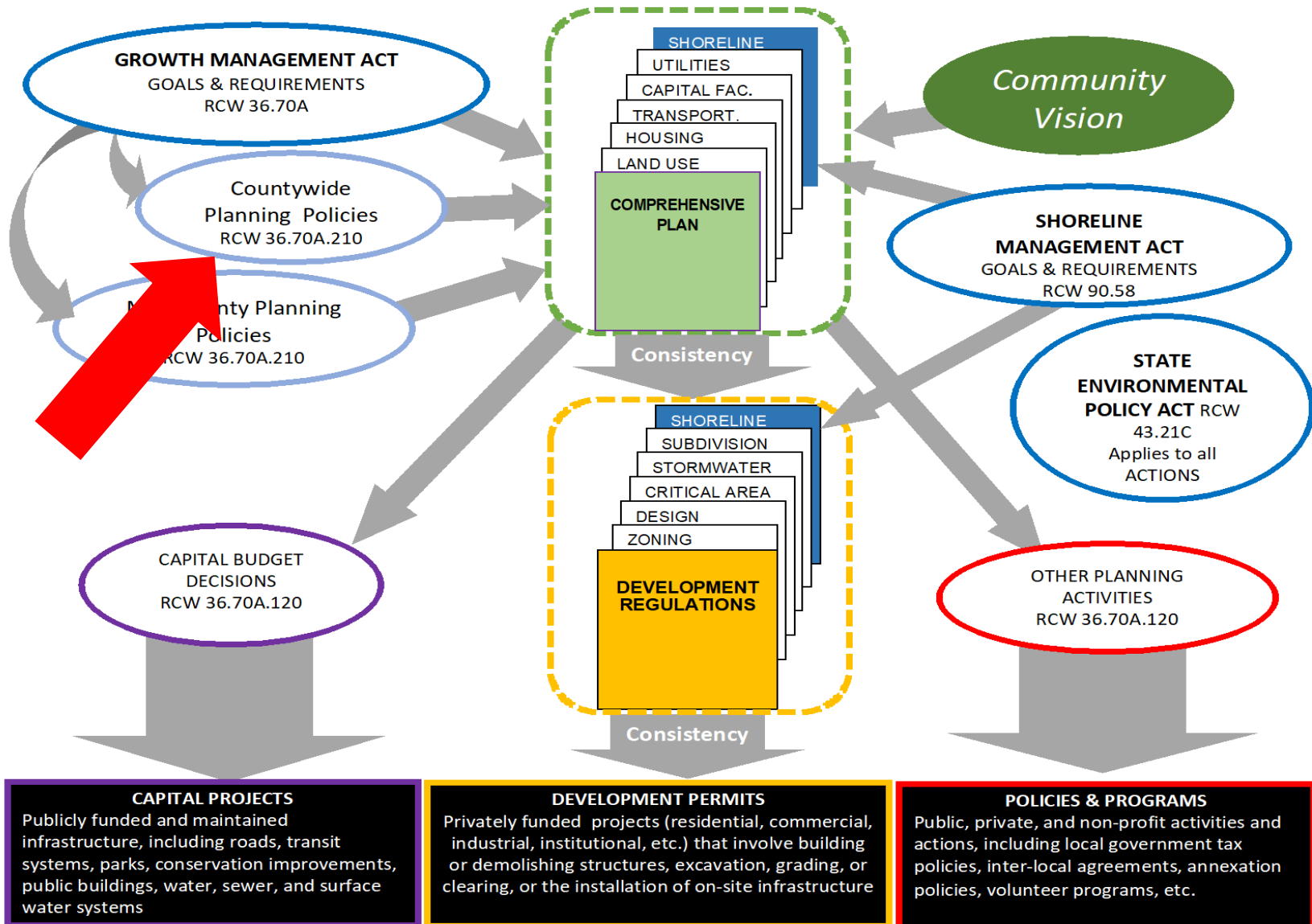
COMMITTEE ACTION REQUESTED – This is an informational briefing only. No committee action is requested.

REVIEWS TO DATE

- **Planning & Economic Development (PED) Committee:**
 - 11/18/2020, 01/26/2021, 02/18/2021, 03/25/2021, 06/21/2021, 02/17/2022, and 10/27/2022 (today)



BACKGROUND: GMA, MPPs, CPPs, and SeaTac



BACKGROUND: GENERAL

PLANNING FOR GROWTH & GMA

- Next required major Comprehensive Plan update: 2024
 - Update will include new 20-year job and housing growth “targets” for the period from 2024 to 2044.
- SeaTac Targets: 5,900 households, 14,810 jobs
- New item (HB 1220) – County and jurisdictions will need to plan for affordable housing and permanent supportive housing “needs”



2021 AMENDMENT TO THE GROWTH MANAGEMENT ACT

- Contained several different legislative parts
- Basis for adopting the SeaTac permanent supportive housing regulations in 2021
- Requires that County and Cities document sufficient capacity and plan for:
 - Housing affordable for moderate, low, very low, and extremely low-income households, and
 - Emergency housing, emergency shelters, and permanent supportive housing
- Commerce directed to develop guidance for counties and cities
 - Draft guidance recently released and available on Commerce's website



KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- SeaTac and other cities provided comments on the 2021 CPP amendments
 - Some comments were addressed, others not addressed in 2021
 - Remaining comments referred to the King County Affordable Housing Committee (AHC)
- Staff has continued to engage with King County staff regarding comments initially identified in 2021.
- AHC has been working on both the CPP amendments and to address the affordable housing need required by HB 1220



AFFORDABLE HOUSING NEED

KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- Based on Department of Commerce draft guidance
- Growth target for King County (total): ~308,000* households between 2019 & 2044
- Affordable housing need in King County:
 - 0-30% AMI: 122,000 households
 - >30-50% AMI: 47,000 households
 - >50-80% AMI: 23,000 households
 - >80-100% AMI: 15,000 households
 - >100-120% AMI: 17,000 households
 - >120% AMI: 84,000 households
- * all numbers are approximate and continue to be refined



KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- Principles behind allocating affordable housing need to cities:
 1. Increase choice
 2. Equitable distribution of housing
 3. Must align with regulatory requirements (GMA, Vision2050, etc)
- Three options for allocating County affordable housing numbers:
 1. Allocate evenly (e.g. each city gets X% for each income band);
 2. Allocate so that the end result is even (e.g. each city will have X% of each income band in 2044);
 3. Allocate based on growth target and adjusted to account for existing affordable housing stock and ratio of jobs and housing.
- Option 3 appears to be the most likely option



AFFORDABLE HOUSING NEED

KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- SeaTac’s housing growth target is 5,900

Income Band	Option 1	Option 2	Option 3
0-30% AMI	2,400	1,900	950
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>120% AMI	1,600	4,900	3,300



PERMANENT SUPPORTIVE HOUSING

KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- HB 1220 also requires county and cities plan for and provide capacity for permanent supportive housing.
- SeaTac adopted permanent supportive housing regulations in 2021 but did not have information regarding required capacity at that time.
- Permanent supportive housing is “accounted for” in the 0-30% AMI band
- Currently, it appears that SeaTac may need to plan for 350 permanent supportive households



KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

- Accountability, plan review, and plan certification
- Plan review – Cities will:
 - Document that all Housing-related CPPs have been addressed in the city’s comprehensive plan
 - Describe the cities’ implementation strategy related to the city’s comprehensive plan goals and policies, including the approximate timeline for action
 - AHC may document concerns with a city’s compliance with the CPPs
- Plan certification:
 - Plan review “plus”
 - Additional County staff support and certification by AHC
- Ultimately, will provide data for King County and Cities



KING COUNTY: DRAFT COUNTYWIDE PLANNING POLICIES

December 2023:
AHC recommends
CPP amendments to
GMPC

June 2023:
GMPC recommends
CPP amendments to
King County Council

December 2023:
King County Council
takes action to
adopt CPPs

December 2024:
SeaTac
Comprehensive
Plan adopted

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED – This is an informational briefing only. No committee action is requested.

REVIEWS TO DATE

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