



Planning Commission Agenda

March 7, 2023
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, Karin Ellis, Damiana Merryweather, Jagtar Saroya, Bandhanjit Singh

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 February 7, 2023, 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	City Center/Airport District Subarea Plan Project Briefing	Presentation and Discussion	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>.

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 February 7, 2023, Meeting**

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

Members absent: Bandhan (Brandon) Singh

Staff & Other

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

1. Call to Order/Roll Call

Chair Alyne Hansen called the meeting at 5:35 pm and roll call.

2. Approval of the minutes of November 1, 2022, meeting

Commissioner Merryweather moved to approve the minutes. Second by Vice Chair Sanchez.

Minutes passed: 6-0

3. Public Comments on items not on the agenda

None

4. Introduction to Sign Code Amendments

Presented by Associate Planner Laura Stilwell.

The purpose of the presentation was to provide a refresher of the Reed V. Gilbert/content neutrality, explore potential miscellaneous code revisions, and solicit feedback to create draft code.

Discussion commenced with Vice Chair Sanchez, Laura, Planning Manager Jenn Kester, Chair Hansen, Commissioner Karin Ellis, and Commissioner Merryweather.

Vice Chair Sanchez requested additional code information(lists/links) pertaining to other cities not covered in presentation.

Chair Hansen requested information regarding code signs for the cities of Covington and Renton emailed to all the Commissioners.

5. CED Staff Report

Reported by Planning Manager Kester.

- In the next PC meeting on 2/21/23, Principal Planner Kate Kaehny will discuss the Subarea Plan Engagement Survey.
- Re-entry code will be at City Council Consensus Adoption on 2/28/23.
- At Council, the code amendment regarding terms, scope of work for PC, etc., will be reviewed.
- PED recommended to retain 7 members. Discussion to commence at Council Meeting.

- Planning topic – Mercy Housing project discussion at Council - enter into development agreement.

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

None

7. Adjournment

Commissioner Merryweather motioned to adjourn meeting. Second by Commissioner Dantzler. Meeting adjourned at 6:21pm.

DRAFT



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 3/1/2023
To: Planning Commission
From: Kate Kaehny
Subject: City Center/Airport District Subarea Plan Project Briefing

Summary

City staff has been working with a consultant team since the summer of 2022 on the City Center/Airport District Subarea Plan and Code Project, the second phase of a two phase project to update the existing [City Center Plan](#) (adopted 1999). The main goals of the subarea plan and code project are to:

- 1) Add detail to the community vision and development concept adopted in the [City Center Plan Update Phase 1 Vision Report](#) in 2020 through technical analysis and community input, and
- 2) Identify programs and projects SeaTac can undertake to implement the vision over a twenty-year time frame through the City budget, development incentives, regulatory changes, and other departmental activities. (The identification of zoning code updates is funded in this project.)

This memo provides a status update of the project and highlights issues that will be further discussed at the March 7th project briefing.

Project Status Update

Below is an overview of anticipated project milestones, including those completed or underway (tasks identified with check mark).

- **Step 1: Launch & Envision**
 - ✓ Reviewed and compiled background information on pertinent plans, studies and City Center Plan Update Phase 1 Vision Report.
 - ✓ Ongoing work to build demographic profile of district.
 - ✓ Ongoing coordination underway with related City projects including Public Works Department's [Airport Pedestrian Improvement Project](#) (sidewalk improvements to be made within district's center adjacent to SeaTac/Airport light rail station) and Economic Development Division's Tourism Destination Development Plan (which will focus on how the City can better leverage on the local visitor and traveler economy).
 - ✓ Completed Community Engagement Plan, which will be regularly updated and refined to ensure robust and inclusive engagement with residents, workers, visitors, community organizations, businesses, and property owners.
- **Step 2: Analyze & Coordinate** (tasks underway)
 - ✓ Developing market analysis to assess economic opportunities that support district vision.
 - ✓ Analyzing existing transportation network for all modes (pedestrians, bicycles, vehicles, transit)
- **Step 3: Complete Plan & Implementation Strategies** (tasks not yet started)
 - Anticipated project completion: Fall 2023.
- **On-Going: Community Engagement Activities** (On-going through end of project)
 - ✓ January: Rollout of project website & "Big Ideas Poll" in City's official languages including English, Spanish, Vietnamese, Amharic, and Somali.

Community Engagement Approach

One of the main goals of the upcoming briefing is to provide an overview of the project's approach to engaging with the district's multiple communities. The briefing will include demographic data compiled on community members who live within and near the City Center/Airport District. A summary of recent engagement activities is also provided below.

- **Recent Engagement Activities**

- ✓ **Project Online Kick-Off:** In January, project launched online kick-off including:
 - Project website: www.setacwa.gov/citycenterproject
 - [City blog article](#) and other social media (Facebook, Instagram, others),
 - ["Big Ideas" online poll](#) (link is to English version).
- ✓ **Language Access & Inclusion:** To ensure an inclusive and representative engagement process, and as budget allows, the project will provide resources in the City's five official languages including English, Amharic, Somali, Spanish, and Vietnamese.

Packet Materials

- This memo
- Presentation slides to be reviewed at meeting

City Center Plan Update Phase 2

Project Update: SeaTac City Center/ Airport District Subarea Plan & Code Update

Planning Commission
March 7, 2023



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- Briefly recap project history.
- Provide update on project activities.
- Review community engagement process to date & next steps.
- Discuss how Commissioners might assist in outreach efforts.

WHY IS THIS ISSUE IMPORTANT?

1. Project is second part of two-phase process to replace 24-year-old City Center Plan, and its related development code.
2. Briefing intended to be first of series of regular updates and work sessions through project's anticipated end date in Fall 2023.



PLANNING COMMISSION ACTION REQUESTED

NO ACTION REQUESTED

- This briefing is informational.

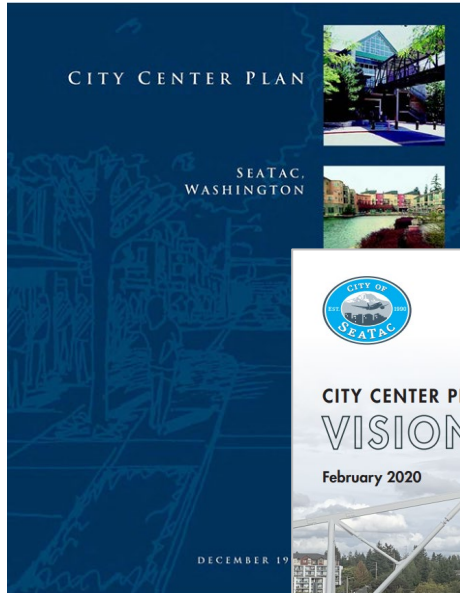
REVIEWS TO DATE

- A&F: 5/12/2022, 9/8/2022
- Council Study Session: 3/8/2022
- Regular Council Meeting: 5/24/2022, 9/27/2022
- PC: 3/15/2022

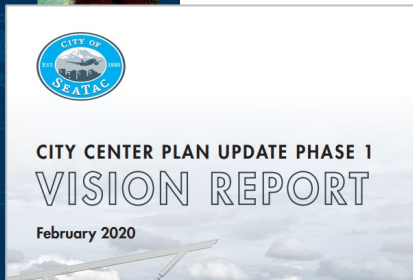


RECAP: PROJECT HISTORY

1999

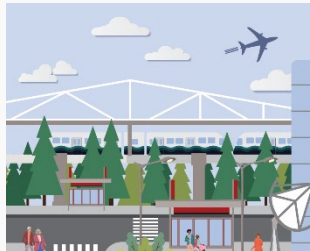


2020



**CURRENTLY
UNDER WAY!**

**City Center/
Airport District
Subarea Plan Project**



RECAP: PHASE 1 VISION REPORT KEY TAKEAWAYS

DISTRICT'S UPDATED VISION STATEMENT

The global gateway to the Pacific Northwest, *the District** is an active, hub providing residents, workers and visitors alike with a diverse set of experiences in an enticing, contemporary, and walkable urban district.

(A name for the District will be confirmed as part of subarea plan project.)*

DEVELOPMENT PRINCIPLES

- Economic Prosperity
- Attractive Public Realm
- Mix of Complementary Uses
- Efficient Circulation



RECAP: PHASE 1 VISION REPORT

EXHIBIT 4b: Page 6 of 21
DATE: 3/7/23

DEVELOPMENT CONCEPT

Airport Business District
(orange area)

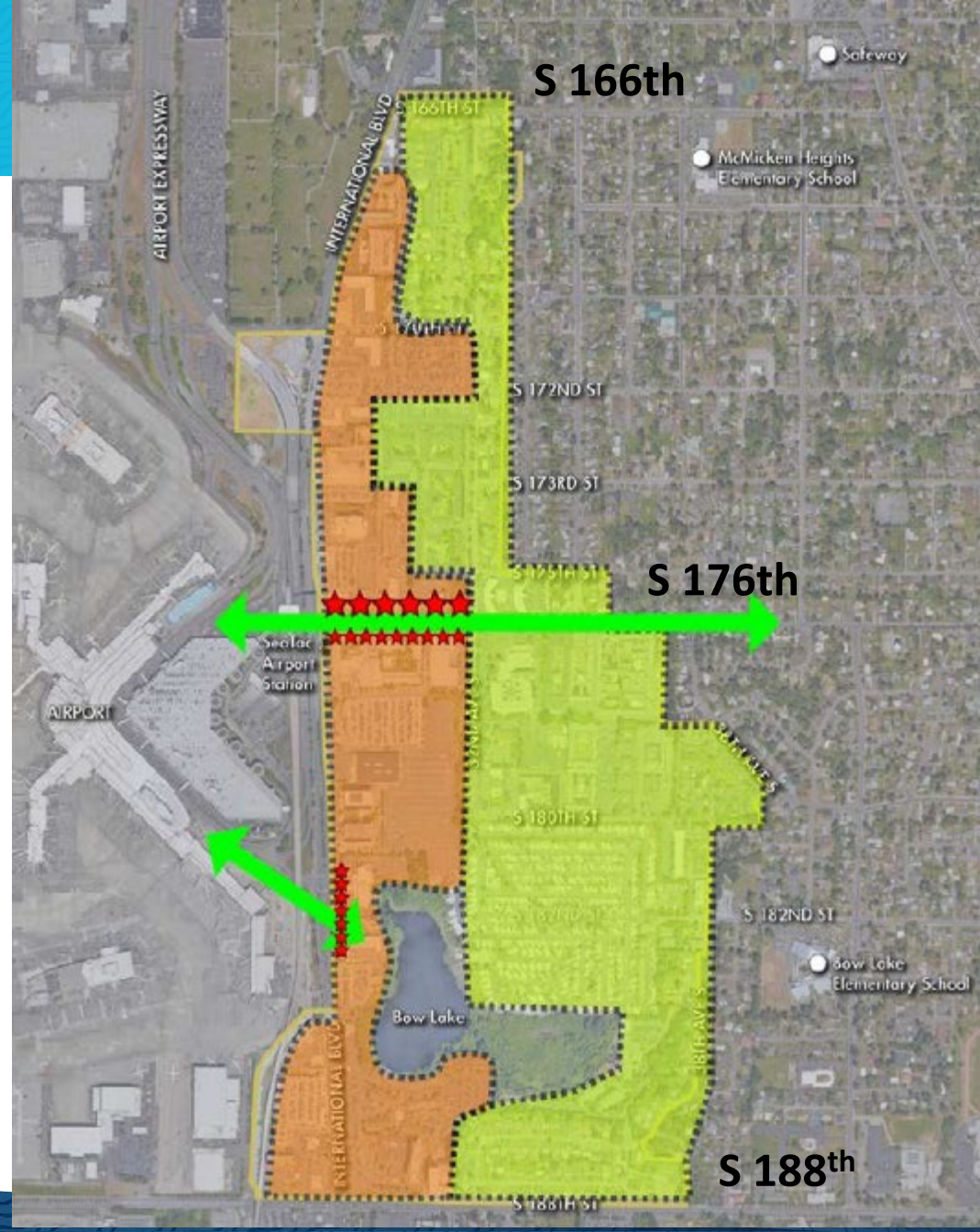
Multi-family Neighborhood District
(yellow area)



Special focus for district access
(based on pedestrian activity) &
right-of-way improvements



Retail service hubs
(i.e. Restaurants & shops)



RECAP: SUBAREA PLAN PROJECT GOALS

MAIN GOALS FOR CURRENT PROJECT

Refine and Build on Phase 1 Vision & Development Concept

- **Conduct meaningful, inclusive outreach**
- **Analyze opportunities and barriers related to achieving the vision**
- **Identify effective and attainable actions the City can take to implement the vision over the next twenty years, including:**
 - Update development codes (zoning code updates funded in this project)
 - Provide action steps & recommendations for City:
 - Programs
 - Capital projects for future City budgets
 - Development incentives
 - Others



PROJECT ACTIVITIES TO DATE & ANTICIPATED NEXT STEPS

Planning Process



SUMMER to FALL 2022 LAUNCH AND ENVISION

- Project kick-off
- Review Phase 1 Vision Report and Related Plans
- Develop Branding & Project Identity
- Begin Public Engagement

- Review Existing Conditions
- Prepare Market Potential & Development Feasibility Assessment
- Develop Infrastructure Needs Assessment
- Analyze Opportunities & Constraints
- Identify Preferred Land Use and Development Concepts

FALL 2022 to SPRING 2023 ANALYZE AND COORDINATE

- Draft Full Subarea Plan
- Develop Recommended Code Updates
- Review Environmental Impacts

SPRING to FALL 2023 and Beyond PLAN AND IMPLEMENT

2024
COMP
PLAN

2022

2023



KEY OBJECTIVES

Expand on Phase 1 Engagement

- Re-engage with Phase 1 participants
- Better understand who lives in District
- Tailor engagement activities and methods to attract previous and new participants to ensure full representation of community members and stakeholders

Who Should be Involved?

- Residents
- Workers
- Visitors
- Businesses
- Property Owners
- All interested community members

COMMUNITY ENGAGEMENT PROCESS

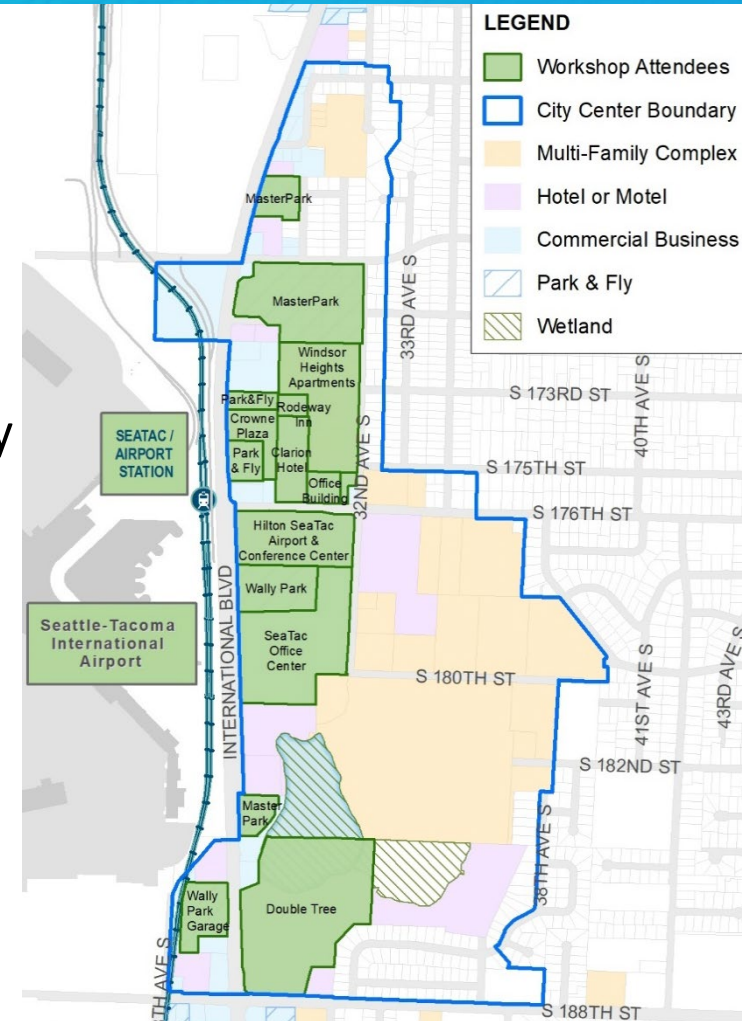
BUSINESS & PROPERTY OWNER OUTREACH

1) Re-engage Phase 1 participants & utilize activities that worked (as appropriate)

- Businesses, property owners, agencies
- Interviews, workshop, Hotel/Motel Tax Advisory Committee briefings

2) Expand outreach activities

- Reach out to more small-scale businesses, especially those that are locally owned
- Reach out to more apartment owners
- Leverage Economic Development Division's tourism plan project to better understand hospitality, airport services and visitor/traveler perspectives



Green = Phase 1 business/property owner workshop participants

RESIDENTIAL, WORKER, COMMUNITY STAKEHOLDER OUTREACH

1) Re-engage Phase 1 participants & utilize activities that worked (as appropriate)

- Residents of apartments, condos, mobile home park, single-family homes, and airport workers
- Large community meetings, focus groups (Bow Lake Mobile Home Park HOA, Windsor Heights Apartments, Airport workers), on-line questionnaire, condo newsletter announcements, mass mailings, Tye High School student project

2) Expand outreach activities

- Start by gaining better understanding of who lives in and near the District
- Tailor engagement activities to facilitate inclusive and representative participation



Tye HS Students' Walking Audi



Airport Workers Focus Group



Windsor Height Focus Group

RESIDENTIAL OUTREACH

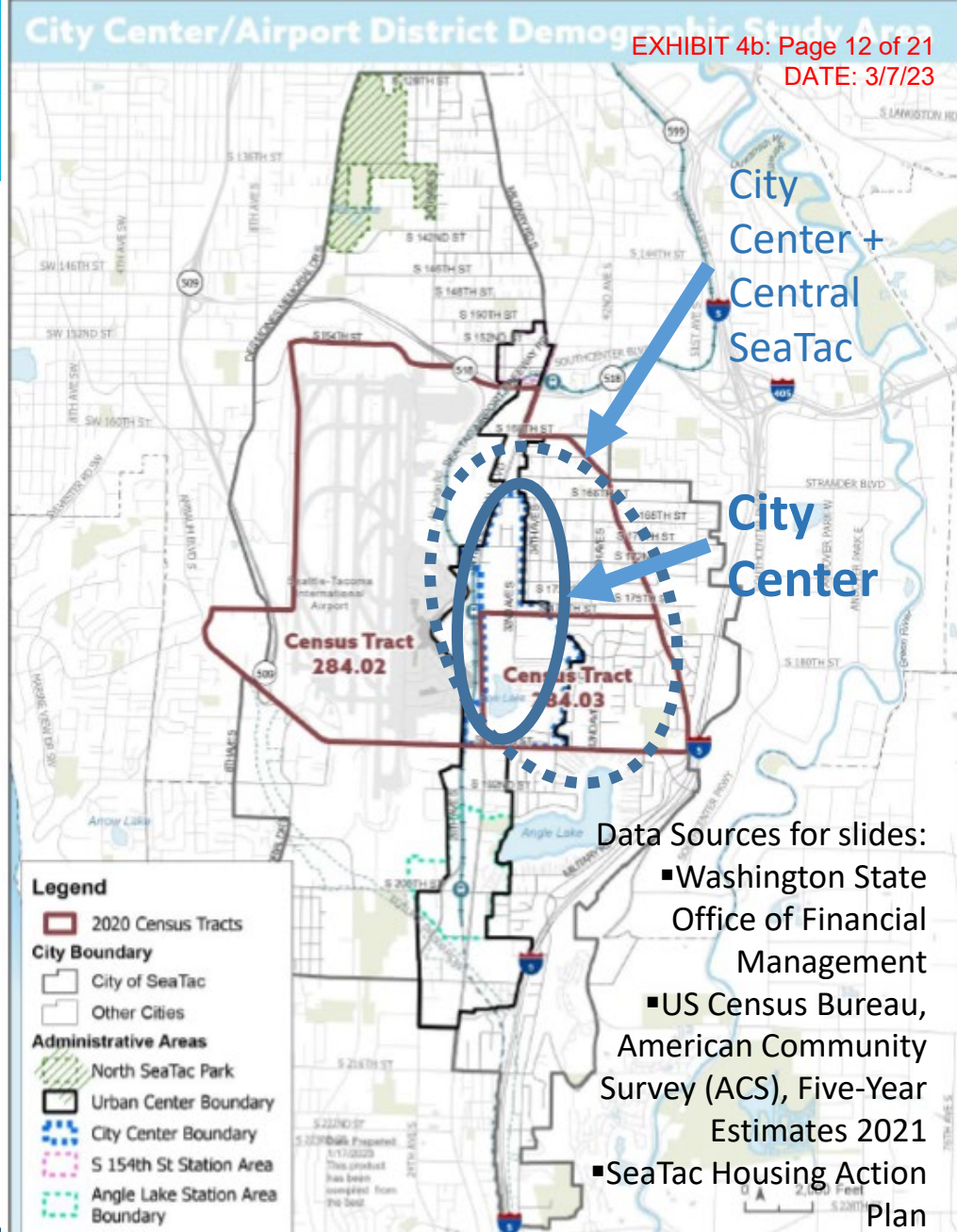
BETTER UNDERSTAND WHO LIVES IN & NEAR CITY CENTER/AIRPORT DISTRICT?

Mainly working age adults, families with children, seniors

- Slightly more children and seniors than citywide

Current Population

- City Center/Airport District: Approx. ~ 5,602
- City Center + Central SeaTac: Approx. ~ 12,000

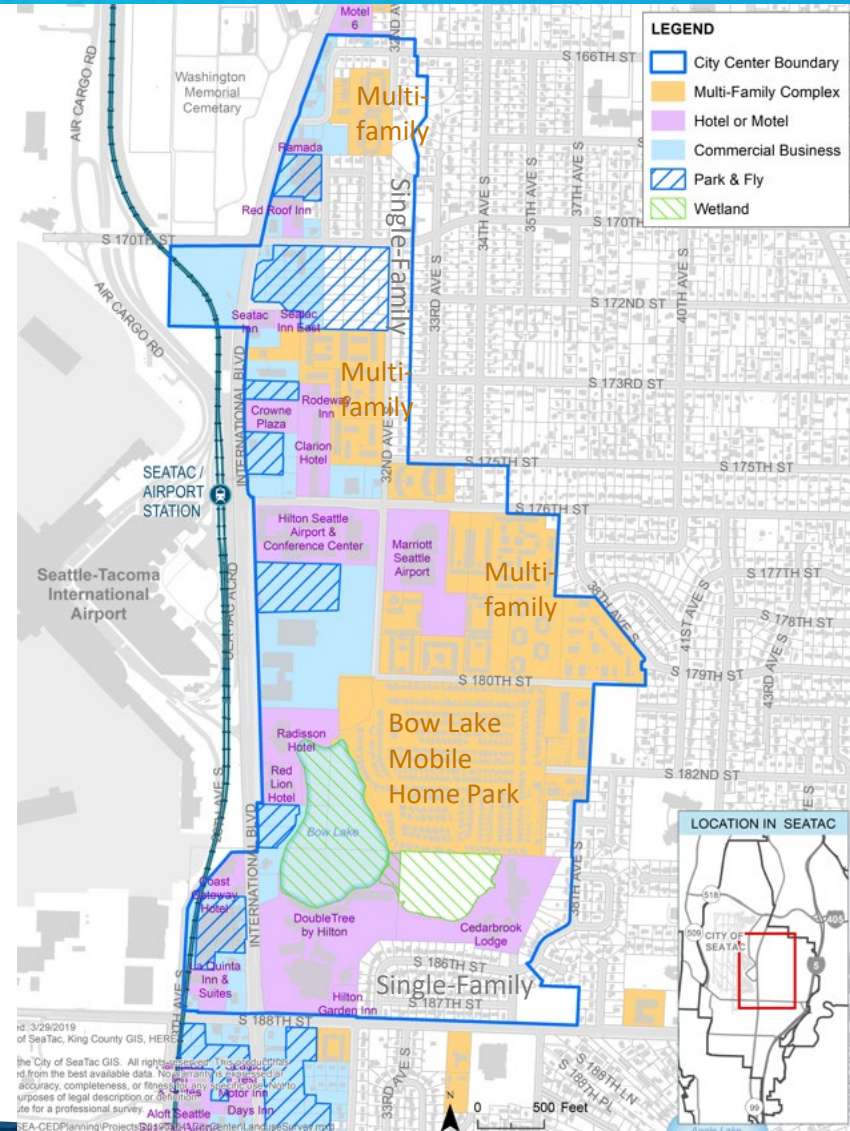


COMMUNITY DEMOGRAPHICS/TYPE OF HOUSING

WHO LIVES IN & NEAR CITY CENTER/ AIRPORT DISTRICT?

Mostly multi-family residents (~76%),
mobile home park residents (18%), and
single-family residents (~6%)

- **Multi-family units:** ~ 1,698 units
 - Apartments: ~1,488 units
 - Condo: ~210 units
- **Bow Lake Mobile Home Park:** 400+ pads
- **Single-family units:** ~148 parcels
 - Note: All single-family properties within City Center could be upzoned to townhouse or 4-story mixed use buildings.



COMMUNITY DEMOGRAPHICS

WHO LIVES IN & NEAR CITY CENTER/AIRPORT DISTRICT?

- **A lot of renters** with more renters in City Center/Airport District than in extended neighborhood.
- **Households with lower incomes and higher housing cost burden** live in District than extended community (City Center + Central SeaTac)

Preliminary Demographic Data	City Center + Central SeaTac	City Center/Airport District Only
Renters	54%	64%
Median household income	\$77,000	\$47,944
Housing Cost Burden (pay more than 30% of income on housing)	42%	*Likely higher % of renters in City Center cost burdened (Housing Action Plan found that SeaTac renters are more cost burdened than homeowners with 54% of renters cost burdened citywide.)

WHO LIVES IN & NEAR CITY CENTER/AIRPORT DISTRICT?

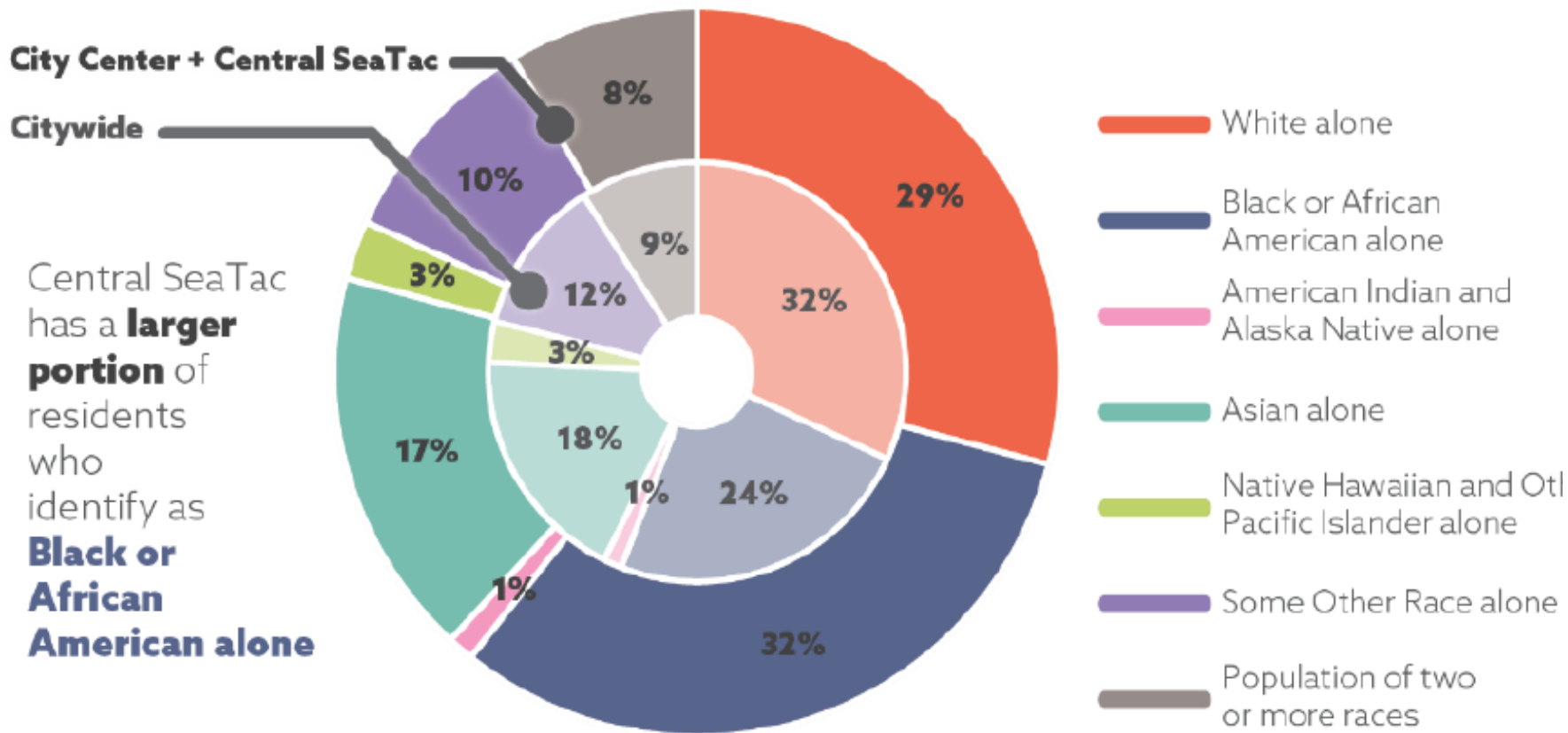


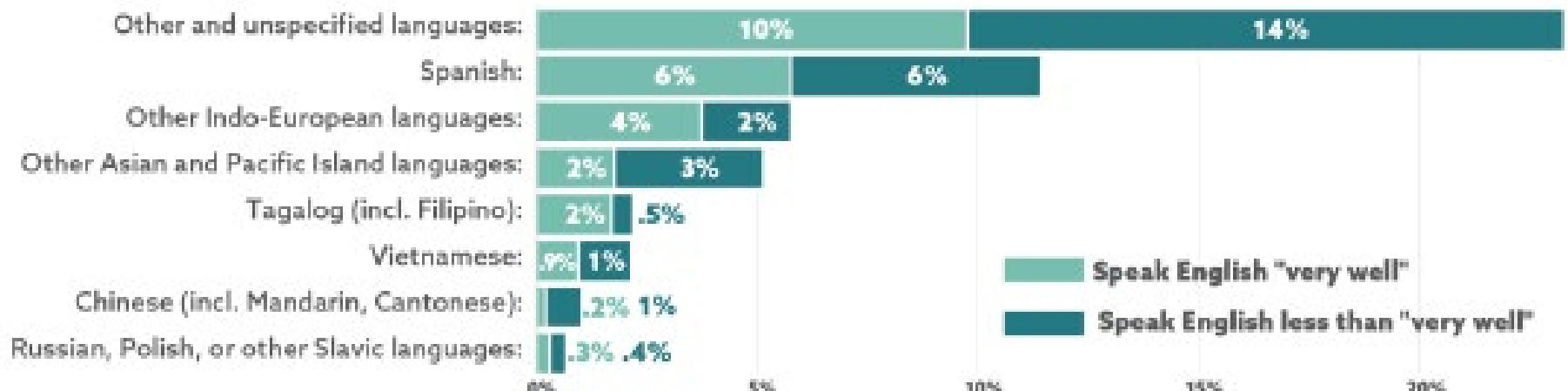
Figure 2: Race and Ethnicity of the Subarea population compared to Citywide population

COMMUNITY DEMOGRAPHICS

WHO LIVES IN & NEAR CITY CENTER/AIRPORT DISTRICT?

Likely large populations from immigrant communities, significant number of non-English speakers

- 48% speak only English at home (higher than citywide population)
- 28% say speak English “less than very well” (higher than citywide)
- Most common non-English languages in District likely East African (Somali, Amharic, others)



English proficiency of households who speak a language other than English at home

COMMUNITY ENGAGEMENT PROCESS

DEMOGRAPHIC ASSESSMENT INDICATES REPRESENTATIVE & INCLUSIVE ENGAGEMENT WILL REQUIRE OUTREACH TO:

- **Multi-family residents** (and also mobile home park & single-family residents)
- **Renters**
- **Families with children**
- **Seniors**
- **BIPOC communities**
- **Immigrant communities and those who speak other than English at home** (52% of City Center + Central SeaTac population)
- And – as always – engagement opportunities will be provided for all interested community members.



COMMUNITY ENGAGEMENT PROCESS

RESIDENTIAL OUTREACH TECHNIQUES

Ensure Multiple Types of Activities to Facilitate Inclusive, Representative Outreach

ONLINE

- Project website (www.seatacwa.gov/citycenterproject), project email updates
- Online polls (Currently online: [“Big Ideas Poll”](#))
- Social media: [City blog articles](#), Instagram, Facebook, others

MATERIALS PROVIDED IN CITY’S 5 OFFICIAL LANGUAGES (to extent possible)

- Project website & current poll available in English, Amharic, Somali, Spanish, Vietnamese

VARIETY OF IN-PERSON ENGAGEMENT OPPORTUNITIES

- Small scale: Interviews, focus groups, project briefings
- Large scale: Larger community meetings, workshops, mass mailings
- Community Liaisons: Staff still working with consulting team on utilizing “community leaders” to help access difficult to reach communities

TRY INNOVATIVE TECHNIQUES

- “Travelling” pop-up displays, utilizing brief videos, signage, and other means to advertise project, meetings, surveys, etc.



COMMUNITY ENGAGEMENT PROCESS

CURRENT ONLINE POLL: WHAT ARE YOUR BIG IDEAS FOR THE CITY CENTER?

- 125 poll responses to date
- 70% completion rate
- No responses in non-English polls (Amharic, Somali, Spanish, Vietnamese)

Help Confirm the Vision

The City would like to gather your ideas to support the early stages of planning and confirm the vision for the City Center/Airport Business District

1. What is your connection to the City Center/Airport District today? (See map and choose as many responses as apply to you below.)
 - a. Live in the district
 - b. Live in SeaTac (but not the district)
 - c. Work in the district
 - d. Work at the airport
 - e. Visit the district
 - f. Other, please specify: _____
2. When you think of a vibrant place and the positive experiences of a city center, central business district, or downtown, what activities and places come to mind?
3. What do you think the biggest challenge or concern is for the City Center/Airport District currently?
4. Name one thing you want to make sure is improved in the City Center/Airport District.
5. My "Big Idea" for SeaTac City Center/Airport District is: _____
6. In 20 years, I would like SeaTac City Center/Airport District to be known for: _____

HOW CAN COMMISSIONERS ASSIST IN OUTREACH?

Help distribute project information:

- Big Ideas Poll (and future surveys)
- City blog articles
- Advertisements for future activities

Share ideas for engagement with local Community Based Organizations (CBOs):

- Staff is working to engage with local non-profit/Community Based Organizations to inform them of the project and share project information with their SeaTac constituents as appropriate.

Other?



ANTICIPATED NEXT STEPS

2023

- Monthly briefings with Planning Commission
- Small scale/targeted outreach continues:
 - Businesses & property owners
 - Residential communities
 - Community based organizations
 - Others
- Larger community event anticipated in early spring in one or more in-person workshop event(s) to:
 - Share information gained from previous engagement efforts
 - Get input on potential refinements to District's long-term vision and development concept

