



Planning Commission Agenda

August 15, 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 June 20 and July 18, 2023 meetings.	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	Planning the City Together: A briefing on SeaTac's major planning projects	Presentation and Discussion	Staff and Members	5:40 (60 min)
6	CED Staff Report	Briefing	Staff	6:40 (3 min)
7	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:43 (2 min)
8	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 June 20, 2023, Meeting**

Members present: Chair Alyne Hansen, Bandhan (Brandon) Singh, Damiana Merryweather, Jagtar Saroya (Arrived 5:33 pm), Tom Dantzler, Vice Chair Tony Zuniga Sanchez

Members absent: Karin Ellis

Staff & Other

Present: Jenn Kester, *Planning Manager*; Kate Kaehny, *Principal Planner*; Barbara Mailo, *Admin 3*

1. Call to Order/Roll Call

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

2. Approval of the minutes of June 6, 2023, meeting

Commissioner Merryweather motioned to approve the meeting minutes. Commissioner Singh seconded.

Motion passed: 5-0

3. Public Comments on items not on the agenda.

None

4. City Center/Airport Subarea Plan Project Briefing; Complete Communities Deep Dive

Presented by Principal Planner Kaehny.

The purpose of the presentation was to provide project status update to keep the Planning Commission up to date on project activities and get Commissioners' input on key issues and to help prepare Commissioners for upcoming community engagement activities focused on developing complete communities' goals for the City Center/Airport District.

Discussion commenced with Vice Chair Sanchez, Principal Planner Kaehny, Commissioner Merryweather, Chair Hansen, Commissioner Saroya, Commissioner Singh, and Planning Manager Kester.

In-person public comments for item on the agenda:

- 7:12 pm: James Boysen with Boysen & Boysen, LLC. commented regarding the City Center/Airport Subarea Plan

5. July 2023 – June 2024 Work Plan

Presented by Planning Manager Kester.

The purpose of the presentation was to present a draft regarding the Planning Commission Work Plan to be reviewed, solicit guidance, and submitted to the City Council.

Commissioner Merryweather motioned to accept the July 2023 – June 2024 Work Plan. Commissioner Sanchez seconded.

Motion Passed: 6-0

6. CED Staff Report

Report by Planning Manager Kester.

- July 4 PC meeting cancelled.
- July 18 PC meeting – opportunity for an interactive session (in person only and meeting off site)
- 1 meeting in August – Sign Code

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

None

8. Adjournment

Commissioner Sanchez motioned to adjourn the meeting.
Commissioner Merryweather seconded.

Meeting adjourned at 7:26 pm.

DRAFT

CITY OF SEATAC
***SPECIAL* PLANNING COMMISSION MEETING**
Minutes of July 18, 2023, Meeting

Members present: Chair Alyne Hansen, Damiana Merryweather, Karin Ellis, Vice Chair Tony Zuniga Sanchez

Members absent: Bandhan (Brandon) Singh, Jagtar Saroya, Tom Dantzler

Staff & Other

Present: Jenn Kester - *Planning Manager*; Kate Kaehny - *Principal Planner*; Barb Mailo - *Admin 3*; Mandi Roberts – *OTAK Consultant*; Brian Vanneman – *LCG Consultant*

1. Call to Order/Roll Call

Chair Hansen called the meeting to order at 5:38 pm.

2. SeaTac City Center Airport District Plan Workshop
(Location: McMicken Elementary)

Presenters:

- Mandi Roberts (Consultant - OTAK)
- Brian Vanneman (Consultant - LCG)

Workshop Introduction: Planning Manager Kester

- Mandi Roberts introduction
- Brian Vanneman introduction
- Commissioners' introductions

Discussion commenced with Chair Hansen, Mandi Roberts, Principal Planner Kaehny, and Commissioner Merryweather.

Workshop Presentation: Brian Vanneman

- Mixed Use District Development Placemaking, and Transit Oriented Development (TOD)
- Why Transit Oriented Development?
- The Value of Creative Placemaking
- Case Studies

Discussion commenced with Commissioner Ellis, Commissioner Merryweather, Chair Hansen, Vice Chair Sanchez, Principal Planner Kaehny, Planning Manager Kester, Mandi Roberts, and Brian Vanneman.

3. Adjournment

Chair Hansen and commissioners adjourned the meeting at 7:54 pm.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 8/9/2023
To: Planning Commission
From: Kate Kaehny
Subject: Planning the City Together: A Briefing on SeaTac's Major Planning Projects

Summary

Since the Spring of 2022, the City has invested significant resources in updating its long-term growth and development policies by funding the following projects:

- Envision SeaTac 2044: Major Comprehensive Plan Update Project
- Transportation Master Plan (TMP) Update Project
- City Center/Airport District Subarea Plan Project

The purpose of the upcoming briefing is to provide a status update of these three projects. This memo includes background information on the projects and highlights issues that will be further discussed at the project briefing.

Project Status Update

NEW "BRANDING" TO CONNECT THREE PROJECTS

- **Proposed "Planning the City Together" Initiative:** Because the Transportation Master Plan (TMP) and City Center/Airport District Subarea Plan (once adopted) are part of the Comprehensive Plan, staff is proposing an overall "brand" or name that is intended to emphasize the connection between the three projects.
- **"Planning the City Together" Roll Out:** The name "Planning the City Together" will be announced to the public the week of August 14th through a blog article and web page that will link to information about the three projects.

ENVISION SEATAC 2044: MAJOR COMPREHENSIVE PLAN UPDATE PROJECT

- **Main Project Goals:** To update SeaTac's Comprehensive Plan and re-set its growth and development strategies for the years 2024-2044, including updates that incorporate City priorities and align with new state and regional growth requirements. The project will closely coordinate with and leverage work from the Transportation Master Plan (TMP) update and City Center/Airport District Subarea Plan projects. The project will also facilitate a robust, inclusive community engagement process for both the Envision 2044 Comprehensive Plan and Transportation Master Plan (TMP) update projects.
- **City Council Contract Authorization:** 4/11/2023
- **Tasks Completed:**
 - **Early Work:** To meet the goals of the Department of Commerce GMA Periodic Update Grant, the consultant team completed an audit of all policies in the Comprehensive Plan and their compliance with new state law or regional planning requirements enacted since the last major Comprehensive Plan update in 2015. A draft public involvement plan was also created that will be presented at a future meeting.

ENVISION SEATAC 2044: MAJOR COMPREHENSIVE PLAN UPDATE PROJECT (cont.)

- **Tasks Underway:**

- **Preparation for Public Project Kick-Off:** Staff is working on materials for the project website which will be announced the week of August 14th as part of the rollout for the “Planning The City Together” initiative.
- **Preparation for Kick-Off of Citywide Vision Update Public Involvement Process:** Staff is also developing materials and community engagement activities for citywide public involvement in updating the City’s growth and development vision.
 - **Current City Vision Statement & Proposed Approach to Vision Update:**

EXISTING VISION STATEMENT (Ch. 1 Introduction & Framework Element

The City of SeaTac is envisioned to be economically strong, environmentally sensitive, visually pleasing, and people-oriented with a socially diverse but cohesive population and employment mix. These attributes create a positive identity and image for the community and contribute to a city of the future that works.

The essence of a growing, prosperous, and vibrant City of SeaTac is found not in its built or natural environment alone but in the collective spirit of those who live and who work within the SeaTac community.

The built aspects of this community—its residential and commercial structures, transportation network, park and recreation facilities, utility systems and other public and private facilities, as well as the natural environmental setting—are not considered as ends in themselves, but as means for enhancing the quality of life and enriching the human spirit.

PROPOSED CHANGES FOR PUBLIC CONSIDERATION & INPUT

- Add specificity to current vision’s “value statements” to clarify where and how the city will grow.
- Other priority issues raised as priorities from SeaTac community members during Citywide Vision Update public involvement process.

TRANSPORTATION MASTER PLAN (TMP) UPDATE PROJECT

- **Main Project Goals:** Update the Transportation Element and Transportation Master Plan (TMP) in close coordination with Envision SeaTac 2044 Major Comprehensive Plan Update Project. Project tasks include:
 - Inventory of existing conditions and incorporation of information and City priorities since last TMP update in 2015.
 - Update plans for all modes (pedestrian, bicycle, vehicular/roadway, freight).
 - Identify capital projects and programs.
 - Update Travel Demand Model (TDM) – in partnership with Port of Seattle.

TRANSPORTATION MASTER PLAN (TMP) UPDATE PROJECT (cont.)

- **City Council Contract Authorization:** 4/11/2023
- **Tasks Underway**
 - **Project Initiation & Coordination:** Internal project team kick-offs with TMP project staff, Port of Seattle team members, and Major Comprehensive Plan update project staff.
 - **Kick-Off Travel Demand Model (TDM):** Project team is starting technical work on travel demand model.

CITY CENTER/AIRPORT DISTRICT SUBAREA PLAN PROJECT

- **Main Project Goals:** To complete a subarea plan and code update that implement the vision established in Phase 1 of the project: to create a “walkable urban district.”
- **City Council Contract Authorization:** 5/24/2022
- **Tasks Completed:**
 - **Data Gathering/Technical Work:** Project staff has collected significant background and demographic data and completed a draft market study and existing conditions report on transportation conditions in the district.
 - **Community Engagement:** The following activities have been completed.
 - Activity 1: Big Ideas Poll (online).
 - Activity 2: Community Design Workshops (July 18-20). Detailed information on the workshops will be presented at the upcoming briefing.
- **Tasks Underway:**
 - **Technical Work:** Project staff is working to complete existing conditions and infrastructure assessments and the market study.
 - **Community Engagement:** Staff is preparing for targeted engagement activities that will facilitate input from hard-to-reach communities such as families with children, apartment residents, and members of the district’s BIPOC communities. Project staff will also be undertaking additional business outreach.
 - **Refinement of District Vision & Development Concept:** Staff will utilize information from data gathering, technical work, and community input to propose refinements to district’s vision and development concept. Once this work is completed, it will be brought out to the public for community review.

PLANNING THE CITY TOGETHER PROJECTS & SCHEDULE SUMMARY

2022	2023	2024
City Center/Airport District Subarea Plan & Code Project		
Envision SeaTac 2044 Major Comprehensive Plan Update		
Transportation Master Plan (TMP) Update		

Packet Materials

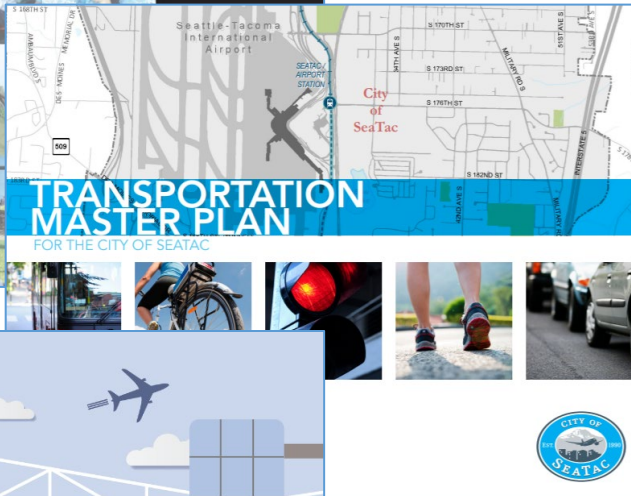
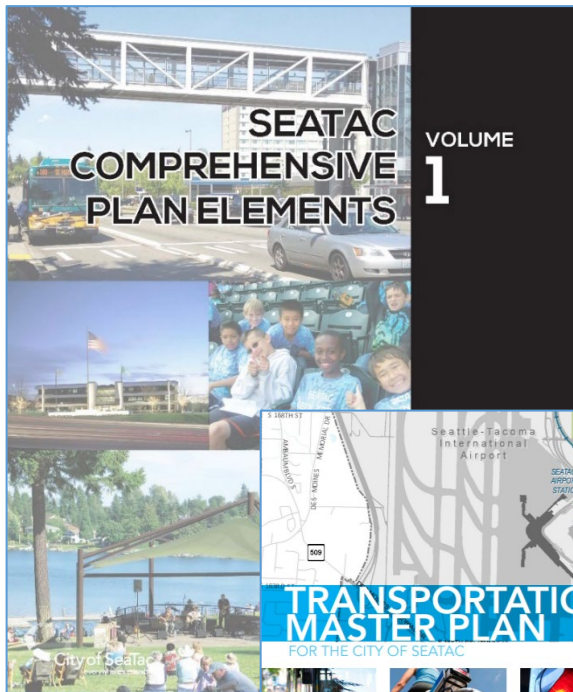
Packet materials include the following:

- This memo
- Presentation slides to be reviewed at meeting

Planning the City Together

A Briefing on SeaTac's Major Planning Projects

- **Envision SeaTac 2044: Major Comprehensive Plan Update**
- **Transportation Master Plan (TMP) Update**
- **City Center/Airport District Subarea Plan Project**



Planning Commission
8/15/2023



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To provide an update on three major planning projects now underway including:

- Rollout of proposed “Planning the City Together” branding that highlights the interconnectedness of the projects.
- Current status of projects:
 - Envision SeaTac 2044: Major Comprehensive Plan Update Project,
 - Transportation Master Plan (TMP) Update Project, and
 - City Center/Airport District Subarea Plan Project.

WHY IS THIS ISSUE IMPORTANT?

1. These three projects will reset SeaTac’s growth and development policies over the next twenty years.
2. Policies in the Comprehensive Plan, which includes the Transportation Master Plan (TMP), and City Center/Airport District Subarea Plan (once adopted), will guide future City actions including City budgets, projects, and programs.
3. The Planning Commission will act as the main community advisory body for the “Planning the City” projects.



POTENTIAL COMMISSION ACTION

NO ACTION REQUESTED: This is an informational briefing.

REVIEWS TO DATE:

- **City Center/Airport District Subarea Plan Project:** 3/15/2022, 3/7/2023, 5/2/2023/6/20/2023
- **Envision SeaTac 2044: Major Comprehensive Plan Update Project:** 9/20/2022
- **Transportation Master Plan (TMP) Update Project:** 9/20/2022

“PLANNING THE CITY TOGETHER” INITIATIVE

WHY HAVE A NEW NAME/BRAND FOR THE THREE MAJOR PLANNING PROJECTS?

- **To raise awareness of City planning efforts and the connectivity of the three projects.** Because the TMP and City Center/Airport District Subarea Plan [once adopted] are part of the Comprehensive Plan, updates to policies in all three documents must align with each other.
- **To highlight the importance of public participation in all three projects** and confirm the City’s commitment to working together with SeaTac’s multiple communities on updating the City’s vision and policies.

“PLANNING THE CITY TOGETHER” ROLL-OUT

- **Week of August 14th:** There will be a City blog article announcing the rollout of the “Planning the City Together” webpage, and the kick-off of the “Envision SeaTac 2044: Major Comprehensive Plan Update” and “Transportation Master Plan Update” projects.



ENVISION SEATAC 2044:

MAJOR COMPREHENSIVE PLAN UPDATE PROJECT

PROJECT RECAP: Project will update Comprehensive Plan document and coordinate and align updates with City Center subarea plan & TMP project work.

COMPREHENSIVE PLAN DOCUMENT

- Ch. 1 Introduction & Framework Policies
- Ch. 2 Land Use
- Ch. 3 Housing & Human Services
- Ch. 4 Transportation (**Part of TMP update project*)
- Ch. 5 Capital Facilities
- Ch. 6 Utilities
- Ch. 7 Community Design
- Ch. 8 Economic Vitality
- Ch. 9 Environment
- Ch. 10 Parks, Recreation, Open Space
- Background/Data Reports

ALSO PART OF COMPREHENSIVE PLAN:

Shoreline Master Program: Policies & code for area within 200 ft of Angle Lake.

Three Subarea Plans: City Center Plan (*update project underway*), S. 154th Street Station Area Plan, and Angle Lake Station Area Plan.

Two Functional Plans: Transportation Master Plan (TMP) & Parks, Recreation & Open Space (PROS) Plan

MAJOR COMPREHENSIVE PLAN UPDATE PROJECT

PRIORITY TOPICS: Will be considered as part of Major Comprehensive Plan Update process. (Confirmed by City Council)

- **Access to Opportunity:** Increase access to opportunity & wellbeing.
- **Urban Villages:** Focus growth in urban villages near light rail with a variety of options for living, working, and recreating.
- **Complete Communities:** Strengthen all neighborhoods & create healthy, equitable, connected complete communities that are well-served by supportive infrastructure and amenities.
- **Housing for All:** Increase housing types and affordable options.
- **Transportation & Mobility:** Provide connected, efficient, multi-modal transportation networks.
- **Economic Vitality:** Increase economic opportunities that empower residents and support the business community.
- **Resiliency:** Enhance resiliency of the built and natural environments.

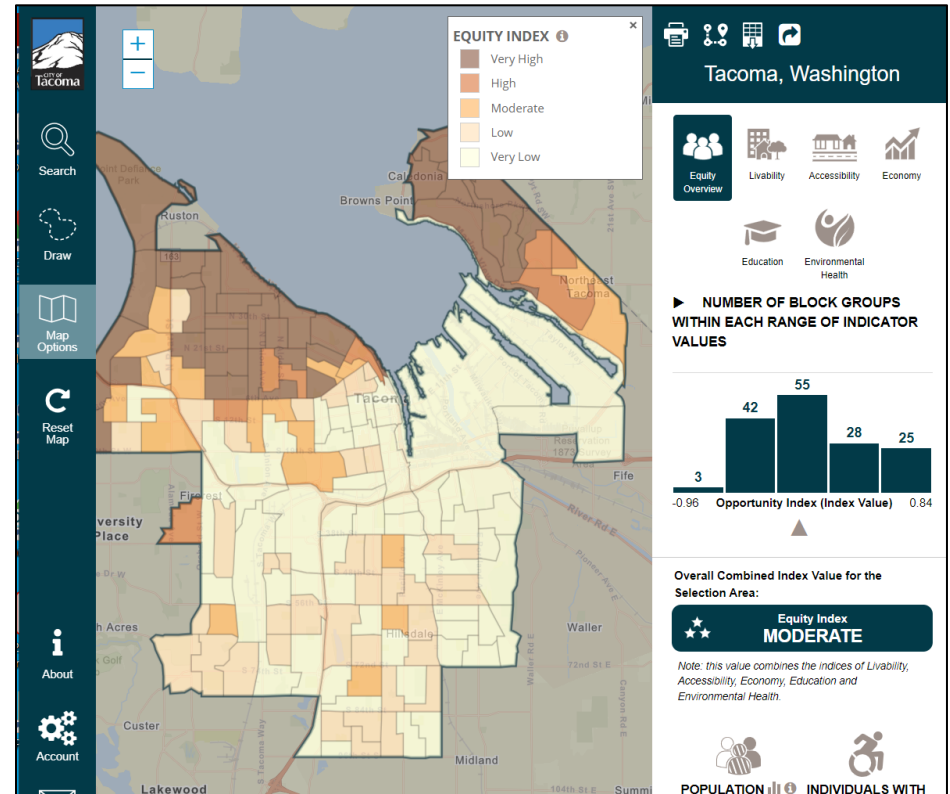
ENVISION SEATAC 2044: MAJOR COMPREHENSIVE PLAN UPDATE PROJECT

CURRENT PROJECT STATUS

Early Work Completed

- Draft public involvement plan (to be presented at future meeting)
- Audit of all policies for compliance with changes to state law and regional policies since last major update of Comprehensive Plan in 2015.
- Preliminary work on SeaTac Equity Index (similar to Tacoma's Equity Index), a data driven tool that can help identify and track potential gaps in equitable access to resources and services that improve livability, economic opportunity, environmental health and other indicators of community wellbeing.

Example: Tacoma's Equity Index Tool



ENVISION SEATAC 2044: MAJOR COMPREHENSIVE PLAN UPDATE PROJECT

IMMEDIATE NEXT STEPS

Public Project Kick-Off Week of August 14th

- Rollout of project website.
- **Start of Comprehensive Plan Amendment Process for interested members of public and others.** (Applications will be accepted through mid-October)
 - Applications will be available for members of the public to propose changes to policy language or land use designations on the Comprehensive Plan Map.
 - Proposals from public will be considered along with proposed updates identified as part of Envision SeaTac 2044 Major Comprehensive Plan Update Project.

Citywide Vision Update Public Participation Process

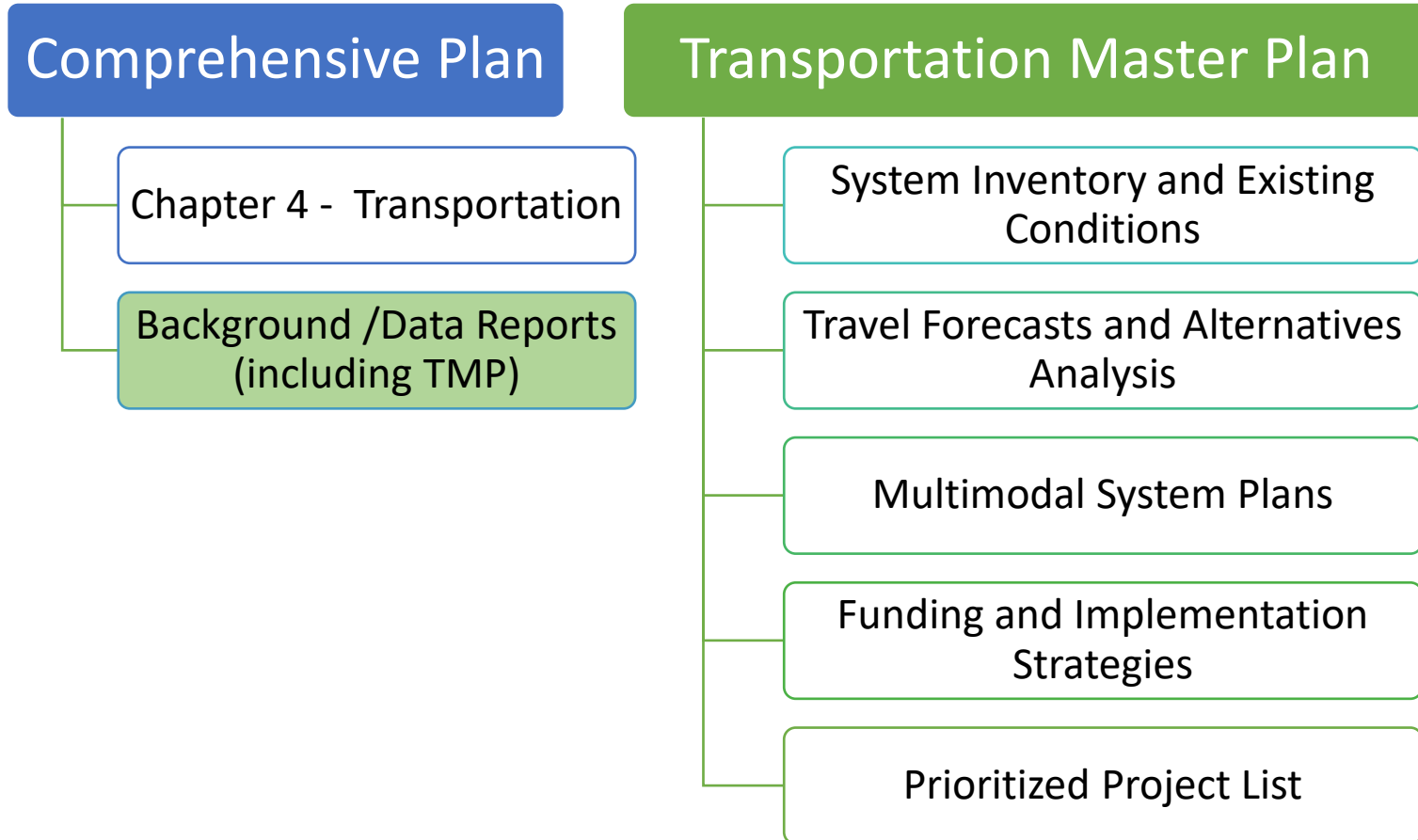
Also launches week of August 14th and includes:

- **Online poll** to be available in City's five official languages: English, Amharic, Somali, Spanish, Vietnamese.
- **In-person outreach at community events** such as 8/19 Back-to-School Fair, 9/15 Resource Fair, and others.
- **Additional Citywide Vision Update public engagement activities** (still under development).



TRANSPORTATION MASTER PLAN (TMP) UPDATE PROJECT INCLUDING TRANSPORTATION ELEMENT

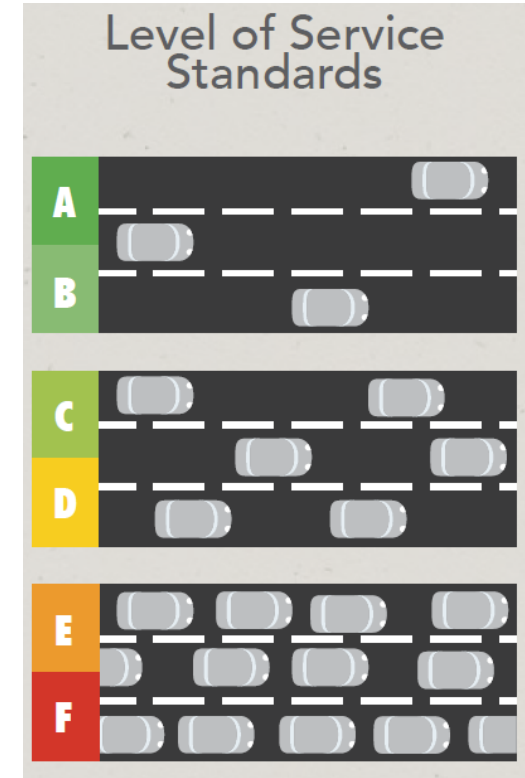
PROJECT RECAP



TRANSPORTATION MASTER PLAN (TMP)

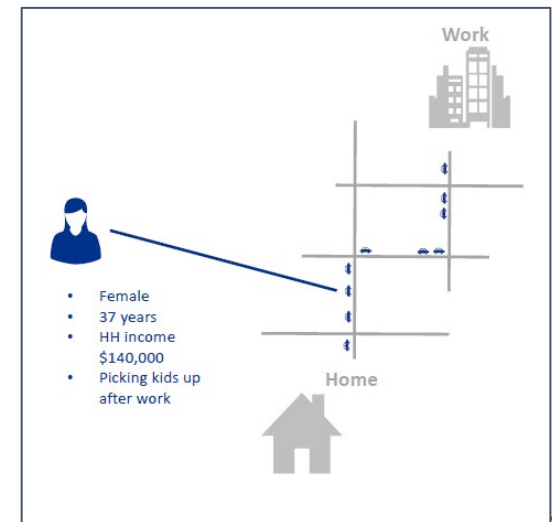
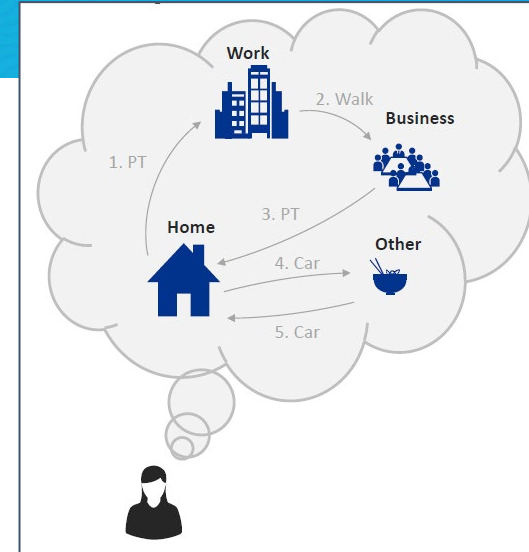
MAJOR COMPONENTS TO PURSUE IN TMP UPDATE

- Inventory of Existing Conditions (a lot of projects have been built or advanced since 2015)
- City's new Level-of-Service (LOS) Standard and Concurrency Program
- Adopted Plans and Programs since 2015
 - Angle Lake District Station Area Plan
 - ADA Transition Plan
 - Permit Parking Program
 - City Center Phases I and II
 - Military Road Five-Way Intersection Study
 - South 200th Street Corridor Study
 - International Boulevard Corridor Safety Study
 - Local Road Safety Plan (LRSP)
- Update Multimodal Plans and Master Project Lists
 - Plans: Bicycle, Pedestrian, Vehicular/Roadway, Freight
 - Project Lists: Transportation Programs, External Agency Projects, Road Projects, Non-Motorized Projects
- Update Travel Demand Model (TDM) – shared with Port of Seattle
- Connectivity Strategies



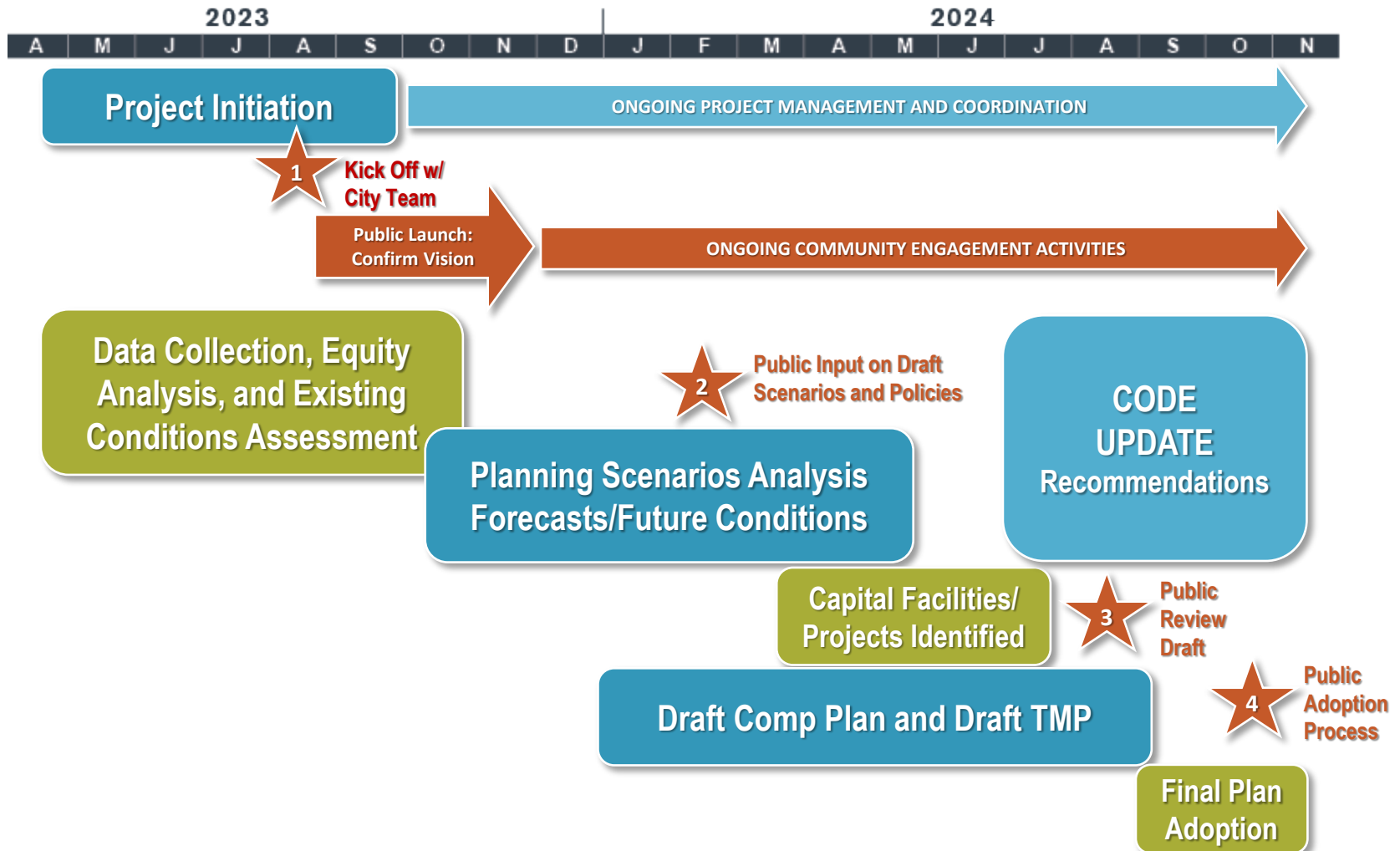
TRAVEL DEMAND MODEL

- Will be localized version of **PSRC Soundcast Activity-Based** travel demand model
 - ABMs model daily travel patterns of a synthetic population using all modes
 - Will be sensitive to **active transportation** infrastructure/connectivity
 - Can identify/track beneficiaries for **equity analysis**
 - Captures **traveler timing responses** (peak spreading)
- Bi-weekly model coordination meetings initiated (Port, City, consultant team)



PROJECT MILESTONES: ENVISION SEATAC 2044 & TMP UPDATE PROJECTS

SeaTac 2044
Comprehensive Plan and Transportation Master Plan Timeline



CITY CENTER/AIRPORT DISTRICT SUBAREA PLAN PROJECT

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

Anticipated project completion by March 2024.



CITY CENTER/AIRPORT DISTRICT SUBAREA PLAN PROJECT

CURRENT PROJECT STATUS

July 18-20 Community Design Workshops

- **Three-day workshop** at McMicken Heights Elementary, 3-5 sessions each day.
- **Main Goal:** To get input from residents, businesses, and others on how the district can become a more vibrant, walkable, urban place.

Approximately 100 people (total)
attended workshops.

The City of SeaTac is gathering ideas to help shape the City Center/ Airport District into a more vibrant, walkable, urban place.

You're Invited!

to a Community Design Workshop for the City Center/Airport District

Please join us for one of the following City of SeaTac-sponsored workshop sessions—choose the one that is most convenient for you:

BUSINESSES' WORKSHOPS	RESIDENTS' WORKSHOPS	PUBLIC WORKSHOP (For Everyone)*
Tuesday July 18, 2023 9:30 am to 10:00 am	Wednesday July 19, 2023 9:00 am to 10:30 am—OR— 3:30 pm to 5:00 pm	Thursday, July 20, 2023 6:00 pm to 8:00 pm

Public Workshops Location

McMicken Heights Elementary School
3708 S 168th St, SeaTac, WA

*Thursday's public workshop will provide Amharic, Somali, and Spanish translation services.
All workshop sessions will cover the same topics and will be held at McMicken Heights Elementary School 3708 S 168th St, SeaTac, WA. Parking will be free of charge. Activities for kids and refreshments will be provided.

Tell Us Your Ideas...

...for making this district more vibrant and walkable and a strong part of the SeaTac community.
We look forward to seeing you at one of the upcoming workshop sessions!

Please visit our website to learn more:
www.seatacwa.gov/citycenterproject



CITY CENTER/AIRPORT DISTRICT SUBAREA PLAN PROJECT

CURRENT PROJECT STATUS

July 18-20 Community Design Workshop Sessions & Attendees

- **Sessions open to public:** Residents (2), businesses (2), public meeting for all (1)
- **Sessions by invitation:**
 - **Large business and property owners** (1 session: included hoteliers, park-and-fly businesses, restaurant owner, Sound Transit, Port of Seattle)
 - **Tourism/hospitality businesses** (1)
 - **Community based organizations** (2 sessions attended by multiple CBOs)
 - **Airport workers** (1 session: attended by Port of Seattle staff)
 - **SeaTac Planning Commission** (1)
 - **SeaTac Citizen Advisory Committee Members** (1 session: attended by Seniors committee members – ACLAC member attended different session)

IMMEDIATE NEXT STEPS FOR PROJECT

- Consultant team collating input from workshops.
- Targeted outreach to apartment dwellers and BIPOC community members, business community, others.
- Completion of technical work on market and infrastructure assessments.
- Identification of refinements to vision and development concept.

QUESTIONS OR COMMENTS?



POTENTIAL COMMISSION ACTION

NO ACTION REQUESTED: This is an informational project briefing.

REVIEWS TO DATE:

- **City Center/Airport District Subarea Plan Project:** 3/15/2022, 3/7/2023, 5/2/2023/6/20/2023
- **Envision SeaTac 2044: Major Comprehensive Plan Update Project:** 9/20/2022
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