



# Planning Commission Agenda

**SPECIAL MEETING**  
**January 30, 2024**  
**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), 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 January 16, 2024, 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	Envision SeaTac 2044: Developing Growth Scenario Options, Session 1 of 2	Presentation and Discussion	Staff and Members	5:40 (90 min)
5	CED Staff Report	Briefing	Staff	7:10 (3 min)
6	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	7:13 (2 min)
7	Adjourn			7:15

*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](mailto: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 January 16, 2024, Meeting**

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

**Members absent:** Jagtar Saroya

**Staff & Other**

**Present:** Planning Manager Jenn Kester, Associate Planner Laura Stilwell, Admin Asst 3 Barbara Mailo, CM Peter Kwon, CM Joe Vinson

**1. Call to Order/Roll Call**

- Chair Hansen called the meeting to order and roll call at 5:34 pm.

**2. Approval of the minutes of December 19, 2023, and January 2, 2024, meetings.**

- Vice Chair Sanchez motioned to approve the December 19<sup>th</sup> and January 2<sup>nd</sup> meeting minutes. Seconded by Commissioner Merryweather.

**Motion passed: 5-0**

**3. Public Comments on items not on the agenda.**

- None

**4. Public Hearing on Sign Code Amendments.**

- **5:36pm: Chair Hansen opened the public hearing for the Sign Code Amendments.**

Presented by Associate Planner Laura Stilwell.

The purpose of the presentation was to provide information for public hearing related to proposed Sign Code amendments.

Commission Action Requested: Planning Commission recommendation to City Council to approve or deny the proposed amendments or approve with specific modifications.

Chair asked if there were any public comments?

- Per Planning Manager Kester, there were no written requests for public comments and none in-person.

Commissioner Merryweather and Chair Hansen expressed appreciation to Associate Planner Stilwell for the hard work.

- **6:01pm: Chair Hansen closed the public hearing.**
- Commissioner Merryweather moved to recommend the proposed amendment as presented to the City Council for approval. Seconded by Vice Chair Sanchez.

**Motioned passed: 5-0**

## 5. CED Staff Report

Report by Planning Manager Kester.

- Special Planning Commission meeting is scheduled for January 30<sup>th</sup>. The primary purpose is to walk-through Envision 2044 various growth strategies. Staff is requesting approval from the Planning Commission to video record the meetings for public viewing.
- For the next two meetings on grow strategies, staff will provide a memo in the packet and will provide the Power Point presentations as a handout after the meetings.
- There will be a Council study session on Feb 13<sup>th</sup> on growth strategies. Staff recommends Planning Commission Chair or Vice Chair to attend the study session.
- Chair Hansen and Commissioner Merryweather are okay with recording of the upcoming meetings.
- Vice Chair Sanchez indicated a conflict in schedule and will not be able to attend the Special Planning Commission meeting on January 30<sup>th</sup>. Chair Hansen, Commissioner Merryweather, Commissioner Ellis, and Commissioner Singh will be available to attend the January 30<sup>th</sup> meeting.

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

- None

## 7. Adjournment

- Vice Chair Sanchez motioned to adjourn meeting. Commissioner Merryweather seconded.

**Motion Passed: 5-0**

The meeting adjourned at 6:11 pm.



## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 1/26/2024  
To: Planning Commission  
From: Kate Kaehny, Principal Planner  
Subject: **Developing Growth Scenario Options for Envision SeaTac 2044 Project to Explore:  
Work Session 1 of 2**

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The work session planned for the January 30 Special Meeting is intended to be a continuation of the discussions started at the Commission's November 21 meeting related to the Envision SeaTac 2044 project's Phase 2, "Where and How Will SeaTac Grow Over the Next 20 Years." The work session will be the first of a two-part meeting series focused on confirming growth scenario options the Commission would like the Envision project to explore through technical analysis and community engagement.

Please note that this work session, and the follow up session on February 6, will be recorded and posted on the [Envision project website](#) so City Council members and members of the public can have access to the information and materials shared at the meetings.

### **WHY ENVISION SEATAC 2044 PROJECT IS DEVELOPING GROWTH SCENARIO OPTIONS**

A main goal of the Envision SeaTac 2044 major update to the Comprehensive Plan is to re-set the City's growth and development strategies for the years 2024-2044. Growth scenarios need to be developed to:

- Identify where and how the City can accommodate new housing and jobs identified within regionally required growth targets,
- Analyze traffic implications of new growth through the Travel Demand Model (TDM) that is being created as part of the Transportation Master Plan update project that is currently underway,
- Evaluate potential impacts to other City infrastructure such as the park system and other public services, and
- Provide options for community input so SeaTac residents and businesses can participate in discussions on how the city should grow.

### **OVERVIEW OF WORK SESSION**

The work session will be split into two main sections as follows:

#### **Part 1: Deep Dive Learning Session - Growth Planning Background and Frameworks**

Project staff will present key state and regional requirements and policy guidance that establish a framework for SeaTac's growth scenario options. Topics include:

- **Regional Growth Requirements:** Discussion will focus on the City's role in implementing regional growth requirements including the state Growth Management Act (GMA), Puget Sound Regional Council (PSRC) Vision 2050 multi-county growth strategies, and King County Countywide Planning Policies (CPPs). Review will include citywide housing and job targets, PSRC growth requirements for SeaTac's designated Urban Center (also called a "regional growth center"), and other guidance.

- **SeaTac's Current Growth Strategies:** There will be a recap of adopted City policies and plans that provide guidance on where and how SeaTac should grow, including overviews of the following:
  - **Urban Village Strategy:** SeaTac's urban village strategy is based on policies from the Comprehensive Plan and adopted subarea plans. It is summarized in Land Use Policy 2.1A: "Implement the City Center, South 154<sup>th</sup> Street Station Area, and Angle Lake Station Area plans to focus the majority of SeaTac's commercial and residential growth and redevelopment into three distinct complete communities within SeaTac's designated Urban Center."
  - **Complete Communities Policies:** These policies promote multi-modal, connected neighborhoods with a mix of housing options and access to parks, neighborhood-oriented commercial and other services citywide. A key objective of the Envision SeaTac 2044 project work is to clarify and strengthen "complete community" policies so they provide clearer guidance on infrastructure investments and other actions that can support neighborhoods and help enhance residents' quality of life as the city grows.
- **Overview of New State Laws Allowing More Housing Options in Single Family Areas:** Project staff will provide an overview of state legislation passed in 2023, that will allow more housing options in single family areas throughout the state, including in SeaTac. [HB1110](#), which requires cities to allow middle density housing such as duplexes, townhouses, cottage housing, and small apartments in single family areas, and [HB1337](#), which requires cities to allow two accessory dwelling units per lot, will be discussed. More information can be found on the Washington State Department of Commerce's middle housing webpage [here](#).

## **Part 2: Review SeaTac's Baseline Growth Scenario.**

During the second part of the work session, project staff will engage the Commission in a discussion of what the City's baseline scenario for growth would look like if implemented over the next twenty years. The baseline scenario assumes that the City will not change current growth policies, EXCEPT for changes that are needed to comply with new state and regional requirements. The baseline growth scenario would:

- **Maintain Current SeaTac Growth Policies:** Maintain existing City strategy and policies that focus housing and job growth within the designated Urban Center and mainly in "urban villages" adjacent to the three light rail stations that serve SeaTac. "Complete community" policies would not change.
- **Implement State Housing Legislation and Regional Growth Requirements:** Allow new middle housing types (i.e., duplexes, townhouses, cottage housing, small apartments) and two ADUs per lot in neighborhoods throughout the city where single family housing is currently allowed and comply with regional growth targets and requirements for growth within SeaTac's Urban Center.

## **GROWTH SCENARIO DEVELOPMENT NEXT STEPS**

After the 1/30 work session, the following next steps are anticipated.

- **2/6 Planning Commission Meeting - Part 2 Growth Scenario Work Session:** Commission will review two additional growth scenario options. These options would implement Envision SeaTac 2044 project goals to strengthen urban village and complete communities policies, and comply with regional and state growth requirements. Commission will be asked for feedback on proposed

options and to confirm which options (in addition to Baseline option) project staff should further analyze and explore with the public.

- **City Council Review (Date of meeting TBD):** Envision SeaTac 2044 project team will present Planning Commission's recommendations for growth options to analyze and explore with the public. Chair of Planning Commission will be invited to attend this meeting. (Day and time of Council briefing will be provided as soon as it can be confirmed.)

#### **Packet Materials**

Packet materials include the following:

- This memo

Please note that copies of the presentation and any related materials will be provided at the 1/30 meeting.