


MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT

Date: September 28, 2012
To: Planning Commission Members
From: Gary Schenk, Acting Director, Department of Community and Economic Development 
Subject: Upcoming Meeting – Tuesday, October 2, 2012

Agenda items for Tuesday's meeting are as follows:

1) Draft Minutes of September 18, 2012 Planning Commission Meeting

Background:

Draft minutes of the previous meeting presented for approval.

Exhibits Associated with this Item:

Exhibit A: City of SeaTac, Planning Commission, Draft Minutes, September 18, 2012

2) Presentation of Basic Information about ICLEI

Presenters:

Michael Scarey, Senior Planner

Background:

At the last meeting, while discussing the schedule and scope of the Major Comprehensive Plan Update, questions about ICLEI were raised. This agenda item is to provide some basic information about the ICLEI organization, and to outline how the City benefits from membership in ICLEI.

Exhibits Associated with this Item:

Exhibit B: ICLEI-Local Governments for Sustainability

3) Update on Review Schedule for Proposed City Center Park-and-Fly Code Amendments

Presenters:

Anita Woodmass, Associate Planner

Background:

Staff is seeking input from the Planning Commission on a preferred schedule for the Commission's review of the proposed City Center Park-and-Fly code amendments. Exhibit C outlines two possible Planning Commission review schedules. The main differences in these schedules are as follows:

- “Schedule Option 1”: Aligns the Commission’s review of the Park-and-Fly code amendments exactly with the dates of the Commission’s reviews of the Comprehensive Plan Amendments. This includes holding two public hearings on the same day: one for the Park-and-Fly Code and one for the Comp Plan proposals.
- “Schedule Option 2”: Requires the addition of a “Special Planning Commission Meeting” on Tuesday, 11/27, and would be held in order for the Commission to provide a recommendation on the proposed Park-and-Fly code in time for the Council’s 12/4 Special Council Study Session. (Please note that while 11/27 would usually be the date of Council meetings, the Council has changed their schedule and will be meeting on 12/4 instead.)

Staff will be prepared to discuss the schedule options in more detail at Tuesday’s meeting.

Exhibits Associated with this Item:

Exhibit C: Potential Adoption Process for Proposed City Center Park-and-Fly Code Amendments

Anticipated Schedule for this Item: No schedule at this time.

4) Update about Code Enforcement for Vacant/Poorly Maintained Property

Presenter:

Gary Schenk, Acting Director, Department of Community and Economic Development & Building Services Manager

Background:

The issue of the proliferation of vacant and poorly maintained properties in the City has been discussed at the last several meetings. Mr. Schenk will clarify what the City’s options are for addressing code compliance problems associated with vacant and poorly maintained properties in the City.

Exhibits Associated with this Item: None

Anticipated Schedule for this Item: None

5) Update about the Process for the Planning Commission to Seek Council Approval of Self-Directed Work Items

Presenter:

Gary Schenk, Acting Director, Department of Community and Economic Development & Building Services Manager;
Michael Scarey, AICP, Senior Planner

Background:

This topic was discussed at the September 18 Planning Commission meeting and a process whereby the Commission could request authorization from the City Council to take up work not already on the annual work plan or previously directed by Council. The Commission then asked

for clarification on several points. Staff have provided additional information in the attached exhibits, and will address questions at Tuesday's meeting.

Exhibits Associated with this Item:

Exhibit D-1: SeaTac Municipal Code Chapter 2.15, Planning Commission;

Exhibit D-2: Code Amendment Process Outline

Anticipated Schedule for this Item: None

6) Presentation and Discussion about Major Comprehensive Plan Update Schedule

Presenter:

Michael Scarey, AICP, Senior Planner

Background:

Per state law, the city is required to "review and, if needed, revise" its Comprehensive Plan by a specific date. This date was December 1, 2014, but has been extended by the Legislature to June 30, 2015. We had been using the December 2014 date, so will continue to use that as our target date, both to allow some margin for error, and because a June date does not coordinate well with our annual process. Staff have been working to lay the foundation for this major update for much of this year. Exhibit E lays out a draft schedule, and provides more detail than what was provided at the Commission's last meeting.

Exhibits Associated with this Item:

Exhibit E: Draft Schedule for 2014 Major Comprehensive Plan Update

Anticipated Schedule for this Item:

Exhibit E provides the schedule

If you have any questions or comments about Tuesday's meeting, please feel free to call me or Mike Scarey at (206) 973-4750.

**CITY OF SEATAC
PLANNING COMMISSION MEETING**

Tuesday, October 2, 2012

**Council Chambers, SeaTac City Hall, 4800 S. 188th Street
5:30 p.m. to 7:00 p.m.**

MEETING AGENDA

1. Call to Order/Roll Call – 5:30 P.M.
2. Approve Minutes of September 18, 2012 Planning Commission Meeting – 5:30 P.M. to 5:35 P.M.
3. New Business – 5:35 P.M. – 5:45 P.M.
 - a. Presentation of Basic Information about ICLEI
4. Old Business – 5:45 – 6:45
 - a. Update on Review Schedule for Proposed City Center Park-and-Fly Code Amendments
 - b. Update about Code Enforcement for Vacant/Poorly Maintained Property
 - c. Update about the Process for the Planning Commission to Seek Council Approval of Self-Directed Work Items
 - d. Presentation and Discussion about Major Comprehensive Plan Update Schedule
5. Detailed Commission Liaison's Report – 6:45 to 6:50 P.M.
6. Community & Economic Development Director's Report – 6:50 to 6:55 P.M.
7. Planning Commission Comments (*including suggestions for next meeting's agenda*) – 6:55 to 7:00 P.M.
8. Adjournment – 7:00 P.M.

CITY OF SEATAC
PLANNING COMMISSION

DRAFT
Minutes of September 18, 2012
Regular Meeting

Members Present: Daryl Tapio, Chairman, Roxie Chapin (Vice-Chair), Tom Dantzler, Joe Adamack

Members Absent: Jeff Guite

Staff Present: Gary Schenk, Interim Director, CED; Albert Torrico, Senior Planner

1. Call to Order:

Chairman Tapio called the meeting to order at 5:31 p.m.

2. Approve Minutes of the July 17, 2012 Meeting:

On a motion by Roxie Chapin, 2nd by Joe Adamack, the Commission voted **4-0 to approve** the minutes of the July 17, 2012 meeting [as amended].

3. New Business:

A. Discussion About a Process for the Planning Commission to Suggest New Work Items

Mr. Schenk addressed the question, “Can the Planning Commission bring a topic forward and work with staff to generate activity on that topic?” He consulted with the City’s Legal Department and they suggested that the Planning Commission write a letter to Council stating what work the Planning Commission would like staff to do and provide a background for that request. The Council may approve the request without a formal vote. If there is concern or differing opinions amongst Council members then the Mayor may suggest they bring it to a Council Study Session. This is the process. The Planning Commission is a resource to the City Council, so the Commission’s work program comes from the Council.

Earl Gipson commented that he would like to see the policy that states the above process.

Commission Chair Tapio asked the question, “Can we write this into our bylaws?” He also commented that he would like a summary of the process as this question has come up multiple times in the past.

Mr. Torrico responded that it would require an amendment to the Code. He will look into it and put it on the agenda for the next meeting.

Mr. Dantzler commented that as a clarification, the group was talking about the three steps that Mr. Schenk had summarized and nothing would be finalized until it came back from Council. He asked Mr. Torrico “*Does the code needed to be changed?*” Mr. Torrico responded “yes.”

Commission Chair Tapio commented that we would continue this item until the next meeting and Mr. Torrico would advise the Commission on the process for amending the Municipal Code at the next meeting.

B. Review of a Brief Description of Vacant/Poorly Maintained Property, including a Potential Commission Recommendation to Seek Council Approval of this as a Work Item

Commissioner Adamack sent out a memo to the Commissioners addressing the issue of various properties with code compliance issues. The City is currently reactive to code compliance issues. He proposed a system where if there is a certain amount of code compliance issues within a certain amount of time, the City would do a certain amount of research to strike a balance between what is reasonable for the current Code Enforcement Officer to handle and also to take the onus off of the citizen. A threshold could be set where the City would become proactive. There were no specific numbers in the draft because it would be based on what we hear back. The draft is open for review. He would be interested in moving the Planning Commission to work on that.

Commission Vice-Chair Chapin commented as to how the City only has one Code enforcement position. How could we make new regulations when the old ones were not enforced?

Commissioner Adamack commented that providing some background on properties with issues may provide some impetus for this to get done and he hopes to find some middle ground to be able to move forward with this. Multiple issues such as garbage, dogs and overgrown vegetation on a single property could get addressed.

Commission Chair Tapio asked what the specific issues were.

Commissioner Adamack responded; junk vehicles, household appliances, over grown vegetation and noise violations. When these issues are all in one place it becomes a bigger problem, which provides an opportunity for us to do something about it.

Commission Chair Tapio commented on how would we translate this? The avenue that a regular resident has is to go to the Council. So we look at the issue and translate it into a regulatory language?

Commissioner Adamack checked to see if it was under the purview of the Planning Commission. After discussing with Mike (Scarey) it was relayed that bringing it up to the Commission for discussion was appropriate. The regulation is already in place and he is just looking to improve quality of life using existing channels.

Commission Chair Tapio commented how would we translate this and what would the end product look like? He also noted that he was unaware that this would be under the purview of the Planning Commission.

Commissioner Adamack commented that according to his discussions with Mike it was indeed something that could be brought before the Commission.

Commission Vice-Chair Chapin commented that this would be taking existing code and putting in language in that states you might get away with certain things but once you hit a certain threshold, action would be taken.

Commission Chair Tapio commented that he liked what was said before that we would look at the code and see if we could improve it to increase the quality and thereby make a better community.

Commissioner Dantzler commented that he was unclear regarding the current way of handling this type of issue. We have a zoning code that addresses this. A resident can report a compliance issue to the City and it follows the process. Is this just internal process that the Code Compliance Office uses or is this when the reactive step is taken.

Mr. Schenk discussed Code Enforcement history to add to the discussion.

Commission Chair Tapio commented that a lot has been discussed in the past regarding this issue. He would be in favor of not moving this forward.

It was moved by Commission Vice-Chair Chapin to carry this topic to the next meeting when Commissioner Guite can attend. It was seconded by Commissioner Dantzler. All agreed.

C. Schedule for and Scope of the Major Comprehensive Plan Update

Mr. Torrico directed the Commission to Exhibit B, the Major Comprehensive Plan Update, 3-Year Schedule Summary. He commented on the work plan Mr. Scarey had prepared outlining the schedule for the 2014 Comprehensive Plan update. He is already working on the population forecast data, PSRC and the housing data. There is \$60,000 next year, for hiring a consultant to come up with new Comprehensive Plan language for greenhouse gasses which is a new requirement by state law. This update will be a complete overhaul of the existing Comprehensive Plan not just refreshing a section or two. We will be re writing it cover to cover. It will be an effort for all of us over the next couple of years.

Commission Chair Tapio commented as to when this will be adopted.

Mr. Torrico responded November/December of 2014.

Commission Chair Tapio asked how will you start this process?

Mr. Torrico commented that the process had already begun. We are in the process of pulling together all the relevant data and that once the data phase was complete, reviewing and writing the new sections would begin.

Commission Chair Tapio commented regarding a previous Council meeting where a lot of people attended and they were protesting a membership with the ICLEI organization. Did staff know what that organization was and what it did?

Mr. Torrico commented that it was ICLEI.

Commission Chair Tapio commented that he thought the gist of what was said was that they provided some boiler plate language for this (Greenhouse Gas language for the Comp Plan).

Mr. Torrico commented that ICLEI supports sustainability initiatives.

Commission Chair Tapio asked why the City had a membership with ICLEI and what was it?

Mr. Schenk commented that he was not sure but that there was some benefit to the City.

Note: Local Governments for Sustainability or ICLEI promotes local action for global sustainability and supports cities to become sustainable, resilient, resources-efficient, biodiverse, and low-carbon. They promote building smart infrastructure and to develop an inclusive, green urban economy.

Mr. Gipson commented that this (Comp Plan Update Requirement) was a very expensive activity and is there any movement to tell the State we want to do this by ourselves as our own jurisdiction and not follow the State's format.

Mr. Torrico commented that the Commission should express their opinions to our elected officials and they take it to the legislature. Unfortunately, we are at the will of what the legislature enacts. When they enact Growth Management measures there are certain provisions that require us to do what we have to do. It is a costly and a difficult task. We still have to operate by the rules that we are given.

Commission Chair Tapio asked for further discussion. As there was none, this item was concluded.

D. Schedule for Fourth Quarter Planning Commission Meetings

Mr. Torrico directed the Commission to Exhibit C. He commented that October 2, 2012 is tentatively set to review of the City Center Park and Fly Code before it goes to the Council Study Session. Next, tentatively on October 16, 2012, there will be a Public Hearing regarding this issue. Then on November 6, 2012 there will be an Open House to talk about the Comprehensive Plan Amendments and the Final Docket, followed at 6:00 by the regular Planning Commission meeting. The Planning Commission meeting for December 4, 2012 will need to be canceled or moved to November 27, 2012.

Commission Chair Tapio asked the Commission for their thoughts.

Commission Vice-Chair Chapin responded that she would like to wait and see what the schedule was like further out.

Mr. Torrico commented that he suggested the Commission wait to revisit the change in meeting date until the next meeting since they would be closer to that date and have a better idea what the schedule would be like.

Commissioner Dantzler questioned, that if the first time they would see the Park and Fly document was at the October 2, 2012 meeting, would they be able to make changes prior to the public hearing?

Mr. Torrico stated he thought it was possible if it was only some tweaking of language. Significant changes may be more problematic.

The Code is written and ready and Mr. Torrico agreed to have it emailed to the commission.

Commission Chair Tapio concluded this item.

4. Old Business:

None

5. Detailed Commission Liaison's Report:

None

6. Community & Economic Development Director's Report:

Mr. Schenk announced Volunteer Appreciation Day and encouraged the Commission to RSVP and attend. An invite will be mailed out this week.

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

None

8. Adjournment:

By the consensus of the Commission, the meeting was adjourned at 6:26 p.m.

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ICLEI - Local Governments for Sustainability

What is ICLEI

- ICLEI was established in 1990 when more than 200 local governments from 43 countries convened at the inaugural conference, the World Congress of Local Governments for a Sustainable Future, in New York.
- Initially called the International Council for Local Environmental Initiatives, hence the acronym ICLEI
- Now known as ICLEI - Local Governments for Sustainability.
- It is the world's leading *association of cities and local governments* dedicated to sustainable development.

Member Benefits

ICLEI provides information, delivers training, organizes conferences, facilitates networking and city-to-city exchanges, carries out research and pilot projects, and offers technical services and consultancy. ICLEI also provides software and tools to help local governments achieve *their sustainable development goals*.



Members

Members include more than 1,000 cities in 84 countries worldwide, including 385 US cities and towns.

In Washington, members include Seattle, Tacoma, Spokane, Tumwater, Snoqualmie, Shoreline, Sammamish, Renton, Redmond, Olympia, Port Townsend, Mercer Island, Lynnwood, Lakewood, Lacey, Kirkland, Issaquah, Everett, Edmonds, Bothell, and Bellevue, as well as SeaTac.

Potential Adoption Processes for:

- **Proposed City Center Park-and-Fly Code Amendments &**
- **Comprehensive Plan Amendments**

Note to Planning Commission: The purpose of this document is to outline two possible Planning Commission adoption schedules for the proposed City Center Park-and-Fly code amendments. At the upcoming 10/2/12 meeting, staff will request input on the Commission’s preferred schedule. The Comprehensive Plan Amendments review schedule is provided for informational purposes only.

DATE	<i>COMP PLAN AMENDMENT SCHEDULE</i>	PARK-AND-FLY CODE SCHEDULE OPTION 1 (Council Action: 12/11)	DATE	PARK-AND-FLY CODE SCHEDULE OPTION 2 (Council Action: 12/11)
10/15, Mon, Council Workshop		Special Council Workshop (7:30pm) 1 hour	10/15, Mon, Council Workshop	Special Council Workshop (7:30pm) 1 hour
10/16, Tues, PC	<i>Planning Commission Comp Plan Review</i>	Planning Commission P-n-F Review 1 of 1		Planning Commission P-n-F Review 1 of 2
<i>10/23 CSS</i>				
11/6, PC	<i>Public Hearing @ PC w/Open House</i>	Public Hearing @ PC <i>*Same day as Comp Plan Amends Public Hearing</i>	11/6, PC	Planning Commission P-n-F Review 2 of 2
11/13, CSS	<i>Council Review</i>			
11/20, PC	<i>Planning Commission Recommendation</i>	Planning Commission Recommendation	11/20, PC	Public Hearing @ PC
11/27 <i>No Council meetings</i>			11/27, Tentative Special PC	Planning Commission Recommendation
12/4, Special CSS, Special RCM	<i>RCM: Anticipated Council Action</i>	Council Study Session with Agenda Bill	12/4, Special CSS	Council Study Session with Agenda Bill
12/11, RCM		RCM: First Possible Council Action	12/11, RCM	RCM: First Possible Council Action
12/18, PC				
<i>1/8, RCM</i>		<i>RCM: Second Possible Council Action</i>	<i>1/8, RCM</i>	<i>RCM: Second Possible Council Action</i>

Chapter 2.15 PLANNING COMMISSION

Sections:

- [2.15.010](#) Agency created.
- [2.15.020](#) Membership.
- [2.15.030](#) Appointment.
- [2.15.040](#) Term of office.
- [2.15.050](#) Rules of procedure.
- [2.15.060](#) Compensation.
- [2.15.070](#) Expenses.
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- [2.15.100](#) Joint meetings authorized.
- [2.15.105](#) General duties.
- [2.15.110](#) Comprehensive Plan.
- [2.15.120](#) Development regulations.
- [2.15.130](#) Research.
- [2.15.135](#) Annual work plan.
- [2.15.140](#) Summaries of public hearings.
- 2.15.010 Agency created.

There is hereby created a planning agency to be known as “The Planning Commission of the City of SeaTac,” to serve in an advisory capacity to the City Council, and to serve at the pleasure of the Council. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 1)

2.15.020 Membership.

There shall be five (5) members of the Planning Commission. Three (3) of the members shall be residents of the City. Two (2) of the members shall own, operate or be employed by business entities located within the City, but, if such candidates cannot be found, then the fourth and/or fifth member shall be residents of the City. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 2)

2.15.030 Appointment.

The members of the Planning Commission shall be appointed by the Mayor, subject to confirmation by the City Council. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 3)

2.15.040 Term of office.

Commencing upon expiration of the term of any member serving on the effective date of Ordinance No. 90-1047, the members of the Planning Commission shall serve at the pleasure of

the City Council for a term of three (3) years, or until appointment of a successor member, whichever is later. If a member of the Planning Commission shall be absent, without prior notification and excuse, from three (3) consecutive regularly scheduled meetings of the Commission, the Chairperson shall report that fact and circumstances to the Mayor, who may declare the position held by that member vacant and a new member may be appointed in the manner set forth at SMC [2.15.030](#). Absences from six (6) convened meetings by any Commission member, excused or unexcused, occurring within a twelve (12) month period, may likewise be grounds for removal. In the event of the extended excused absence or disability of a member, the Mayor, with concurrence of the City Council, may appoint a member pro tempore to serve during the absence or disability; provided, that any such pro tempore appointment shall be for a period of time not to exceed eight (8) months, unless extended by the Mayor, with concurrence of the City Council. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 97-1006 § 2: Ord. 95-1027 § 1; Ord. 94-1044 § 1; Ord. 94-1033 § 1; Ord. 90-1047 § 4)

2.15.050 Rules of procedure.

The Planning Commission shall elect its own Chairperson. A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of the members present, when those present constitute a quorum, at any meeting of the Planning Commission shall be deemed to be the action of the Commission. The Planning Commission shall follow the latest edition of Robert's Rules of Order and, if desired, may submit to the City Council, for adoption, rules of procedure for the conduct of its business. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 94-1032 § 1; Ord. 90-1047 § 5)

2.15.060 Compensation.

The members of the Planning Commission shall serve without compensation. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 6)

2.15.070 Expenses.

The City Council may appropriate funds within the budget of the Department of Community and Economic Development to provide for staff support and supplies for use of the Planning Commission as may be approved by the Director of the Department. The City shall provide to the Planning Commission adequate space and facilities and necessary supplies to facilitate the official business of the Commission. (Ord. 11-1002 § 2 (part); Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 7)

2.15.080 Conflicts of interest.

If any member of the Planning Commission concludes that he or she has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Commission, that member shall disqualify himself or herself from participating in the deliberations and the decision-making process with respect to that matter. If the Mayor and City Manager conclude that a member has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Commission, that member shall be disqualified from participating in

the deliberations and the decision-making process with respect to that matter. In either event, the Mayor may appoint, without necessity of confirmation by the City Council, a person to serve as an alternate on the Planning Commission in regard to that particular matter. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 8)

2.15.090 Meetings.

The Planning Commission shall hold such meetings as may be required for the completion of its responsibilities, but regular meetings shall be held not less than bimonthly unless there is no business to be considered by the Commission. The City Manager shall designate a City employee to act as staff liaison to the Planning Commission. The staff liaison shall produce, in cooperation with the Chair, an agenda for distribution to the Council and interested persons and entities not later than one (1) week prior to the next meeting of the Commission. The staff liaison shall attend each meeting of the Commission and shall take and publish minutes of each meeting and each public hearing. The staff liaison shall provide copies of the agenda, the published minutes of meetings and public hearings to each member of the Planning Commission and to each member of the City Council. Prior to any public hearing, the staff liaison person shall prepare and provide to the Commission a City staff report and all appropriate documentary information. The membership of the Planning Commission may, if desired, request that a Councilmember act as the staff liaison person. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 95-1012 § 1: Ord. 90-1047 § 9)

2.15.100 Joint meetings authorized.

The Planning Commission may hold joint meetings with one (1) or more City or County planning agencies and may engage in regional planning activities. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 10)

2.15.105 General duties.

The general duties of the Planning Commission shall be as set forth in the following language of the report on the Council's Task Force on Citizens Advisory Committees:

The Commission shall assist in providing additional information and work on projects assigned by the Council as the Council establishes policy for the City. It is important that the Commission maintains credibility and open communication with the Council in order to be of utmost assistance to the Council's decision-making process. The Council's function of establishing policy for the City can be greatly enhanced by quality advice presented from the Planning Commission in a manner that supports the Council's policies. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2)

2.15.110 Comprehensive Plan.

The Planning Commission shall prepare the Comprehensive Plan for the City, in accordance with State law, specifically including the Growth Management Act, and shall recommend the same to the City Council for adoption. The Planning Commission may thereafter, from time to time, but

not more frequently than once every year, recommend to the City Council such changes, amendments or additions to the Comprehensive Plan as may be deemed desirable. In preparing such recommendations, the Commission shall adhere to the City's Comprehensive Plan amendment procedures. If directed by the City Council, the Planning Commission shall prepare and recommend a Comprehensive Plan and/or proposed zoning regulations for territory which may be annexed, and hold public hearings on such plans and regulations. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 11)

2.15.120 Development regulations.

The Planning Commission shall recommend to the City Council such development regulations which may be deemed necessary, but which shall be consistent with and shall implement the Comprehensive Plan, to include the following:

- A. Amendments to the Environmental Code, Chapter [16A.23](#) SMC;
- B. Amendments to the Subdivision Code, SMC Title [14](#);
- C. Amendments to the Zoning Code, SMC Title [15](#), or the Official Zoning Map;
- D. Individual or City-wide rezones initiated by the City;
- E. Amendments to the Development Review Code, SMC Title [16A](#);
- F. Hearing applications for special district overlays as area zoning is adopted in conjunction with amendments to the Comprehensive Plan, pursuant to SMC [15.28.070\(A\)](#);
- G. Holding of public hearings as required;
- H. Such other actions as may be requested or remanded by the City Council. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 12)

2.15.130 Research.

The Planning Commission shall, with the assistance of the staff liaison and the City Manager, or designee, act as the research and fact finding agency of the City in regard to land uses, housing, capital facilities, utilities, transportation, and in regard to classification of lands as agriculture, forest, mineral lands, critical areas, wetlands and geologically hazardous areas. The Commission may undertake such surveys, analyses, research and reports as may be generally authorized or as may be specifically requested by the City Council. The Commission is specifically authorized to join with and cooperate with the planning agencies of other cities and counties, to include regional planning agencies, in furtherance of such research and planning. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 95-1012 § 1: Ord. 90-1047 § 13)

2.15.135 Annual work plan.

Annually, by July 15th of each year, to coincide with the City's preliminary budget review process, the Planning Commission shall submit to the City Council a work plan for the ensuing calendar year, together with a report on progress made in implementing the goals and requirements of State law and on the status of land use policies and procedures within the City, for the purpose of assisting the Council in establishing a budget to support the Commission, as follows:

- A. A description of all anticipated amendments to the Comprehensive Plan;
- B. Anticipated preparation of subarea plans;
- C. Area rezones;
- D. Adoption or amendment of development regulations together with public hearings;
- E. Any other studies and projects reasonably expected to be undertaken;
- F. Estimated hours of staff liaison time to prepare for those projects and to attend meetings;
- G. Any estimated direct expenses. (Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2)

2.15.140 Summaries of public hearings.

The Planning Commission shall provide to the City Council a written summary of every public hearing held by the Commission at a following study session or regular meeting of the City Council but not less than two (2) weeks prior to the Council's action on the subject of the public hearing. If deemed necessary by the Planning Commission due to time factors, an oral summary report on a public hearing may be given within said two (2) week period to the City Council by a Planning Commission member or the Director of Community and Economic Development. (Ord. 11-1002 § 3 (part); Ord. 03-1030 § 1: Ord. 02-1008 § 1: Ord. 98-1024 § 2: Ord. 90-1047 § 14)



Steps in the Code Amendment Process

1. Draft Code Amendment Language
2. Present to Council at Study Session
3. Council Approves or Amends OR Council Rejects Concept
4. Schedule Public Hearing and Publish Hearing Notice 14 days
 Before Hearing
5. Hold Public Hearing – Planning Commission Meeting
6. Planning Commission Recommendation to Council
7. City Council Action at RCM



Draft Schedule for 2014 Major Comprehensive Plan Update

2012

1. Review WA Dept. of Commerce's Growth Management Services Division checklist and Puget Sound Regional Council (PSRC) Vision 2040 checklist for any new requirements.
Draft Report
 - a. Known updates required:
 - i. Greenhouse gas emission reductions
 - ii. Vehicle Miles Traveled (VMT) reductions
 - iii. Climate Change Policies
2. Incorporate Growth targets from King County/Cities Targets Allocation Process [see Note]
 - a. Update data in Land Use Background Report
3. Review PSRC's Forecast data [see note] from Urban-Sim model to:
 - a. update forecast information in Land Use Background Report, and
 - b. to develop the "land use inputs" for the Transportation Plan Update, coordinating with Public Works.
4. Incorporate updated growth data into Capital Facilities element for use in ongoing annual Capital Facilities planning
5. Begin work on revising Housing Element:
 - a. Review 2010 US Census and American Community Survey (ACS) data related to housing and household income. Based on that information, develop required background section for Housing Element.
 - b. Based on the Census and ACS data, begin amending goals and policies as appropriate.

Note: "Growth Targets" represent maximum potential growth numbers that the City must show the capacity to accommodate. This does not represent the likely growth scenario, or expected level of growth for SeaTac.

"Forecast data" represents a more likely growth scenario developed by PSRC through a sophisticated regional urban development model. The data are expected to be available for use by Cities in October or November, 2012.

2013

1. Review WA Dept. of Commerce's Growth Management Services Division (GMS) checklist and Puget Sound Regional Council (PSRC) Vision 2040 checklists for any new requirements and incorporate into process

2. Review format of Plan and consider revising to “modernize”
 - a. review formats used by other cities, other agencies for examples
3. Develop Public Involvement Approach*
4. Working with Public Works and the Transportation Plan Update consultant, coordinate development of amendments to the Land Use and Transportation elements as necessary
5. Develop amendments to Housing element based on outcome of Affordable Housing Targets process, and coordination with Land Use element amendments
6. Review draft amendments to Land Use, Transportation and Housing with Planning Commission and City Council for “endorsement” of basic direction of update through a series of reviews.
7. Environmental Review Process
 - a. Coordinate with Engineering Division regarding Comprehensive Transportation Plan update
 - b. Issue RFP in first quarter
8. Begin series of public involvement events to review basic direction of updated plan represented by draft Land Use, Transportation and Housing amendments.
9. Incorporate input from public involvement process, updating policies or proposing new policies as necessary
10. Process annual Capital Facilities Plan amendments
11. Conduct annual Comprehensive Plan Amendment Process for the public

2014

1. Review WA Dept. of Commerce’s Growth Management Services Division (GMS) checklist and Puget Sound Regional Council (PSRC) Vision 2040 checklists for any new requirements and incorporate into process
2. Develop Major Comprehensive Plan Update Report for City Council review and action per RCW 36.70A.130(1)(a)
3. Draft amendments to other elements of Plan based on checklist reviews and public comment (1st quarter)
 - a. Parks and Recreation
 - b. Utilities
 - c. Environmental Management
 - d. Community Image
 - e. Human Services
 - f. Economic Vitality
4. Begin reviewing proposed amendments to the above elements as available with City Council and Planning Commission for endorsement in April (start of 2nd Quarter)
5. Review proposed amendments through public involvement process

6. Environmental Review process
 - a. Issue Draft EIS in September, 2014 (This was the schedule in 1994, per the Comprehensive Plan DEIS)
 - b. Complete FEIS by October, 2014 to allow adoption in November, 2014 (This was the schedule in 1994, per the Comprehensive Plan DEIS)
7. Review complete slate of proposed amendments with City Council (Study Sessions) and Planning Commission
8. Schedule adoption of updated Plan for first RCM in November

* Draft Public Involvement Program-Approaches to Consider:

Phone Survey

Survey/Questionnaire on City Website

Presentations to Community Groups e.g., Angle Lake Manor Club, Neighbors Without Borders, Angle Lake Shore Club

Piggy-back on public school events

Hotel-Motel Tax Advisory Committee

Senior housing community at Angle Lake Manor (Lutheran Community Services)

“SeaTac Blog”