

**CITY OF SEATAC
PLANNING COMMISSION**

**Minutes of October 2, 2012
Regular Meeting**

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

Members Absent: None

Staff Present: Gary Schenk, Interim Director, CED; Mike Scarey, Senior Planner; Albert Torrico, Jr., Senior Planner; and Anita Woodmass, Associate Planner

1. Call to Order:

Chairman Tapio called the meeting to order at 5:32 p.m.

2. Approve Minutes of the September 18, 2012 Meeting:

Several amendments were noted by members of the Commission. On a motion by Roxie Chapin, 2nd by Tom Dantzler, the Commission voted **5-0 to approve** the minutes of the September 18, 2012 meeting, as amended.

3. New Business:

A. Presentation on Basic Information about ICLEI

Mr. Scarey provided a brief summary of ICLEI and what the organization does.

He noted that ICLEI was established in 1990 when more than 200 local governments from 43 countries convened at the inaugural conference of the World Congress of Local Governments for a Sustainable Future in New York. Originally it was called the International Council for Local Environmental Initiatives, thus the acronym ICLEI. Today it is known as ICLEI – Local Governments for Sustainability.

Mr. Scarey explained that is basically a research and networking organization that provides training in the form conferences and webinars. They provide information on sustainability. The City of SeaTac is a member, as are many other jurisdictions within the State and across the country.

Commission Chair Tapio asked whether staff has reviewed the various tools and software that ICLEI has produced to see if any of that information will be useful for the new sustainability section of the Comprehensive Plan.

Mr. Torrico commented that staff has not reviewed that the ICLEI website specifically for those tools and software, but we will when we begin researching this topic.

Commissioner Guite asked what government agency ICLEI is under? Mr. Scarey responded that it is not a government agency; rather it is a member organization that local jurisdictions, counties and state government join. ICLEI is not part of any federal agency.

Mr. Scarey reiterated that the State legislature specifies the elements that the Comprehensive Plan must include, and that a new requirement is that cities and counties must have policies to address the effects of climate change, and reduce green gas emissions and vehicle miles traveled (VMT). ICLEI does not address local Comprehensive Plans, but provides an outlet for information on sustainability that may be useful to local governments in developing sustainability policies.

4. Old Business:

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

Anita Woodmass discussed the Planning Commission review schedule for the City Center Park-and-Fly Code Amendments. She noted that she will need a decision on which review schedule option the Commission would like to follow.

Ms. Woodmass outlined two options that the Commission could follow. The first option would hold a public hearing for the Comprehensive Plan Amendments and the City Center Park-and-Fly Code Amendments on the same day. This option could be handled within the current Planning Commission schedule. This option includes time for staff to review the City Center Park-and-Fly Code Amendments with the Commission prior to the public hearing.

Ms. Woodmass then outlined a second schedule option which would provide an additional meeting for the Commission to review the City Center Park-and-Fly Code Amendments. Option 2 would hold a separate public hearing for the Comprehensive Plan Amendments and the Center Park-and-Fly Code Amendments. However, this would require an additional Planning Commission meeting on November 27, 2012, which is the first Tuesday after Thanksgiving.

Commissioner Danzler commented that he thinks the Commission is familiar with the Comprehensive Plan Amendments, but is not as familiar with the issues surrounding the City Center Park-and-Fly Code Amendments. When will the Commission review these code amendments? Ms. Woodmass said the Commission would review the City Center Park-and-Fly Code Amendments at the next Planning Commission meeting.

Ms. Woodmass summarized that the Ad Hoc Committee has completed 10 meetings discussing and reviewing the amendments, it's been through almost two years of process, SEPA has been completed with two comments and no appeals.

Commissioner Danzler recommended that the two Public Hearings be handled at one meeting, unless the issues regarding the City Center Park-and-Fly Code Amendments have numerous issues that need refinement.

Commissioner Adamack agreed with Commissioner Danzler and reiterated that the Planning Commission needs enough time in advance to review the code amendments so that when the Commission reviews then there would be a good substantive discussion.

Commission Chair Tapio commented that the code amendments are online for anyone to review and is 140 pages. Ms. Woodmass confirmed that they were available.

Commissioner Adamack asked if it is clear what changes were made to the code online? Ms. Woodmass responded that amendments are in track changes and are up to date. She also commented that it may be easier to review the SEPA summary table, which compares the existing code to the proposed code changes.

Ms. Woodmass commented that at the next meeting the discussion will be kept at a high level and summary sheets will be provided to help the Commission digest the information.

Commission Chair Tapio asked the Commission for a recommendation.

On a motion by Commissioner Danzler to hold the Public Hearings for both the Comprehensive Plan Amendments and the City Center Park-and-Fly Code Amendments at one meeting, 2nd by Commissioner Chapin, the Commission voted **5-0 to approve** to approve the motion.

Update about Code Enforcement for Vacant/Poorly Maintained Property

Mr. Schenk commented that two weeks ago the discussion began with what the City can do with properties that are not maintained or vacant and which create a nuisance. He noted that the discussion included whether the City should establish a new policy, where the City could move towards a more proactive response program if a property owner had 4 complaints.

Mr. Schenk asked if the Commission wanted to hear a review of the history of the code enforcement program.

Commissioner Adamack commented that we should just table the subject for the time being until we can have some more conversations about the issue and how to approach it effectively.

Commission Chair Tapio concurred and tabled the issue, which can be discussed at a later date.

Commissioner Chapin commented that it was continued two weeks ago so that Commissioner Guite could be part of the discussion.

Commissioner Guite commented that he wants to see the City be as clean as possible.

Mr. Schenk commented that he would be happy to have an off-line discussion with Commissioner Guite on the subject and the history of code enforcement program.

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

Mr. Scarey commented that this topic was discussed at the September 18, 2012 Planning Commission and was being reviewed for Commissioner Guite who was unable to attend that Planning Commission meeting.

Mr. Scarey referred the Commission to Exhibit D-1 – SeaTac Municipal Code, Chapter 2.15, which is the Chapter that addresses the Planning Commission and their work. He continued that the primary role of the Planning Commission is contained in sections 2.15.120 and 2.15.130.

Mr. Scarey noted that he spoke with the City Attorney on how the Commission could take on additional work items. As far as seeking Council direction the Commission would send a letter to the Council asking to work on a specific item for their consideration and approval. That is how that process would work.

Commission Chair Tapio commented that the Commission wanted to document that process so it would not be forgotten and clarify how the Municipal Code could be amended, if necessary.

He further commented that section 2.15.050 – Rules and Procedures says “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 business.” Can staff prepare a written rule of procedure so the code would not have to be amended?

Mr. Scarey responded that he can discuss it with the City Attorney.

Mr. Torrico commented that section 2.15.050 – Rules of Procedure refers to how the Commission conducts its meetings and not procedures for work plans or individual work items.

Commission Chair Tapio asked if the Commission should explore the Commission by Laws rather than change the Municipal Code. Mr. Torrico responded yes.

Mr. Gipson, a private citizen attending the meeting, commented that the Comprehensive Plan includes a broad range of items and provides the Commission with wide latitude to discuss whatever topic they feel is necessary.

Presentation and Discussion about Major Comprehensive Plan Update Schedule

- Mr. Scarey reviewed in detail Exhibit E, which provides more specific information on how the 2014 Comprehensive Plan update would fit into the next two years. Mr. Scarey touched on the following items while reviewing the 2014 Major Comprehensive Plan Update:

- “Growth Targets” represent maximum potential growth numbers that the City must show the capacity to accommodate, but does not necessarily represent the likely growth scenario.
- “Forecast data” represents a more likely growth scenario developed by PSRC through a sophisticated regional urban development model. Mr. Scarey expects the data to be available in October/November 2012.
- The City will be bringing on a temporary senior planner to help with analyzing data and research in preparation for developing new policies for the comprehensive plan.
- In 2013, the City will develop a public involvement approach, amend the housing element based on the outcome of the Affordable Housing Target process, amend the land use element, transportation element in conjunction with Public works, begin the Environmental review process, process the annual Capital Facilities Plan amendments, and conduct the annual Comprehensive Plan Amendment process for the public.
- In 2014, the City will develop the major Comprehensive Plan Update Report for City Council review and action, draft other elements, begin the review process of the major Comprehensive Plan amendments with the Planning Commission and City Council, issue a draft Environmental Impact Statement, and complete the amendment process by December 2014.

Commission Chair Tapio asked if there was any reimbursement from State? Mr. Scarey responded that there was no money available from the State. He noted that the City’s last major update was in 2004, and that the law requires that comprehensive plans have to be reviewed and updated every seven years. Therefore, the original schedule called for completing this process in 2011, but in 2009 the State experienced budget issues and was not able to fund the non-competitive grants to local governments that would assist the cities in meeting the deadline. In order to help cities cope with the extra burden, they extended the comprehensive plan update deadline to December 2014, and then again to June 2015.

5. Detailed Commission Liaison's Report:

None

6. Community & Economic Development Director’s Report:

Mr. Schenk provided an overview of what is happening in Community and Economic Development. Sound Transit has selected a design-build contractor and City staff will be meeting with them shortly to better understand how they will be submitting permits for the project; last week the several staff attended a kick-off meeting at the Airport with Sound Transit and the Port of Seattle; code enforcement is busy and asked for patience as we get through all the complaints, and building is progressing normally, but the assistant building services manager position still has not been filled and the City is still recruiting for that position.

He reminded the Planning Commission about the volunteer lunch coming up soon.

Mr. Scarey added that the Washington State Chapter of the American Planning Association will hold its annual conference in Olympia next week. There will be a free section for local government officials, called a short course in planning and let the Planning Commission know where to find more information on how to register for the session.

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 6:36 p.m.

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