



MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 13, 2013
To: Planning Commission Members
From: Steve Pilcher, AICP, Planning Manager
Subject: Upcoming Meeting – Tuesday, June 18, 2013

Agenda items for Tuesday's meeting are as follows:

1) **Approve Minutes of June 4, 2013 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, June 4, 2013 meeting

2) **Review of Planning Commission Annual Work Plan Report to City Council**

Presenters:

Joe Scorcio, AICP, Community and Economic Development Director
Steve Pilcher, AICP, Planning Manager

Background:

SeaTac Municipal Code requires the Planning Commission's Annual Report and Work Plan to be submitted to the City Council by July 15, to assist the Council in establishing the budget. The work plan will be a specific item for discussion with the Council at its June 21, 2013 retreat. As noted at the last meeting, staff has reformatted the Annual Report and Proposed Work Plan to allow for easier tracking of items from year to year.

Exhibits Associated with this Item:

Exhibit B: Draft Work Plan

Anticipated Schedule for this Item:

June 21, 2013 Submittal to City Council at Council Retreat

3) **Briefing of Draft Surface Water Comprehensive Plan**

Presenters:

Don Robinett, Stormwater Compliance Manager

Background:

The Draft Surface Water Comprehensive Plan is currently in the public review and comment period. This briefing is part of the public outreach and involvement process.

Exhibits Associated with this Item:

The draft plan is available on the City's website:

<http://www.ci.seatac.wa.us/Modules/ShowDocument.aspx?documentid=7428>

Anticipated Schedule for this Item:

Council action is anticipated in July 2013

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

**CITY OF SEATAC
PLANNING COMMISSION MEETING**

Tuesday, June 18, 2013

**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 June 4, 2013 Planning Commission Meeting – 5:30 P.M.to 5:35 P.M.
3. Old Business – 5:35 – 5:55
 - a. Review & Approval of Planning Commission Annual Work Plan Report to City Council
4. New Business – 5:55 P.M. to 6:40
 - a. Briefing on Draft Surface Water Comprehensive Plan
5. Detailed Commission Liaisons' Reports – 6:40 P.M. to 6:45 P.M.
6. Community & Economic Development Director's Report – 6:45 P.M. to 6:50 P.M.
7. Planning Commission Comments (*including suggestions for next meeting's agenda*) – 6:50 P.M. to 7:00 P.M.
8. Adjournment – 7:00 P.M.

CITY OF SEATAC
PLANNING COMMISSION

DRAFT
Minutes of June 4, 2013
Regular Meeting

Members Present: Daryl Tapio, Chairman; Roxie Chapin; Tom Dantzler; Jim Todd

Members Absent: Joe Adamack (excused)

Staff Present: Joe Scorcio, AICP, Community and Economic Development Director; Steve Pilcher, AICP, Planning Manager; Mike Scarey, AICP, Senior Planner; Albert Torrico, Senior Planner

1. Call to Order:

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

2. Approve Minutes of the May 21, 2013 Meeting:

Daryl Tapio noted that under Item #7, his concern was that the City gave away its right to revoke the non-conforming status of the MasterPark development even if the fee was paid. He requested the minutes be corrected accordingly.

Mr. Tapio also noted that Earl Gipson had commented that the revised Development Agreement expanded the area of the agreement.

Mr. Tapio also noted that on page 4, under the discussion of additional work items for next year, that the first two bullet points should be combined into one, as his concern was that the Commission should be involved in reviewing all development standards.

Under Item #6 on page 4, Mr. Tapio noted that several permits may not be necessary, and a more efficient permitting system would reduce applicant costs.

Moved (Dantzler) and seconded (Todd) to approve the minutes as amended. Passed 3-0 (Chapin abstained).

3. New Business:

A. Review of Proposed 10-Year Transportation Improvement Program (TIP)

Susan Sanderson, City Engineer, presented the 10-Year TIP, which is updated annually. Although State law only requires a 6-year plan framework, the City opts for a longer time period. The TIP has been previously presented to the City Council at a May 28th study session and is scheduled for Council adoption on June 25th. She highlighted the major projects included in the TIP and the potential grant opportunities for funding these improvements.

In response to a question, Ms. Sanderson noted that Commute Trip Reduction funding represents pass-through dollars from King County that the City uses to work with larger employers that are subject to the law.

In response to questions concerning funding, Ms. Sanderson noted that the Neighborhood Sidewalk Program is 100% financed through City funds. The majority of City revenue comes from parking taxes and the Port of Seattle community relief fund. Some funds are also provided through the City's share of sales tax. The City also pursues grants for major projects.

A question was raised about the numerous manholes in the 154th St. project. Ms. Sanderson noted these provide access to the many stormwater vaults that were installed as part of the project. The large vault capacity was required due to downstream capacity limitations and new stormwater standards.

Chairman Tapio expressed concern with the costs of these and asked staff to report back on whether requiring these vaults was reasonable.

Mr. Tapio also raised a concern regarding the aesthetics and functionality of pervious sidewalks and whether the City should continue to build these.

Ms. Sanderson responded to questions and comments about other projects included within the TIP.

B. CED Work Plan

Joe Scorcio, CED Director, provided an overview of the work plan for this 23 member department of four divisions. He noted he did not have a detailed work program at this time, but could highlight six major areas of focus:

- Fully Implement the Reorganization
- Economic Development Activities
- Pursue Grants and Other Funding Sources
- Process improvement/efficiencies
- Planning Commission Work Program
- Outside Agency Coordination

In regards to land use policies and development regulations development, Chairman Tapio advocated providing an early opportunity for stakeholder/developer input in the process.

There was discussion regarding the Zoning Ad Hoc Committee and how that process may be re-started.

4. Old Business:

A. Review of Proposed Planning Commission Work Program

Planning Manager Steve Pilcher noted the proposal had been included in the previous meeting's packet, but due to time limitations, was not discussed at length. He then reviewed the proposed work program, noting this included the two items suggested by Chairman Tapio at the prior meeting.

Joe Scorcio added that staff will work on re-formatting the document to better track from year-to-year progress being made in specific areas. This item will be on the City Council's retreat agenda, scheduled for June 21st. Due to timing needs of preparing the packet for that meeting, a draft will be sent to the Council before the Commission has an opportunity to have a final review as its June 18th meeting.

5. Community & Economic Development Director's Report:

Joe Scorcio advised that there will be a presentation of the ULI TAP's work regarding the Angle Lake Station at next week's City Council meeting. The I-Codes will also be on the consent agenda for adoption.

At the next Commission meeting, representatives of the Public Works Department will come to brief the Commission on the draft Surface Water Plan. This is part of their public outreach process. The Plan is scheduled to be presented to City Council in July. It will be the Council's decision of whether to formally refer the Plan to the Commission for review and comment.

Mr. Scorcio also noted that during the Commission should plan on attending the latter part of the City Council retreat scheduled for June 21st. When a definite time is known, staff will advise the Commission.

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

Commissioner Dantzler noted that businesses in SeaTac contribute 75% of the revenue to the City, which should be taken into consideration when discussing permit fees.

Chairman Tapio expressed his desire that the Commission can maintain more of a review rather than working role in conducting its business.

7. Adjournment:

By consensus of the Commission, the meeting was adjourned at 7:50 p.m.

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**DRAFT PLANNING COMMISSION WORK PLAN
2013 - 2014**

EXHIBIT B
DATE 6/18/13

WORK ITEM	2012 – June 2013	July – Dec 2013	Jan – June 2014	July – Dec 2014
Annual Comprehensive Plan Amendments	<ul style="list-style-type: none"> Made recommendations on 2012 final docket Made recommendations for items to be included on 2013 docket 	<ul style="list-style-type: none"> Make recommendations on 2013 final docket 	<ul style="list-style-type: none"> Make recommendations for items to be included on 2014 docket 	<ul style="list-style-type: none"> Make recommendations on 2014 final docket
GMA-mandated Comprehensive Plan update	NA	NA	<ul style="list-style-type: none"> Review new growth forecasts Review updated Utilities Element Review updated Housing Element Review policies to address greenhouse gas emissions; climate change; healthy environment; physical activity; safety (CC Goal) 	<ul style="list-style-type: none"> Review updated Transportation Element Incorporate Safe & Complete Streets and Access to Corner Stores Policies (CC Goal) Public hearings on all amendments Make recommendations on all proposed amendments
Sub-Area Plans		Angle Lake Station Area Plan (CC Goal) <ul style="list-style-type: none"> Progress briefings 	Angle Lake Station Area Plan (CC Goal) <ul style="list-style-type: none"> Public involvement program Prepare draft plan CTG Grants: <ul style="list-style-type: none"> Community Engagement Process Pedestrian/Nonmotorized options 	Angle Lake Station Area Plan (CC Goal) <ul style="list-style-type: none"> Public hearings Make recommendation
Area-wide Rezones		Interim Zoning for Angle Lake Station Area (CC Goal) <ul style="list-style-type: none"> Review proposal Public hearing Make recommendation 		

**DRAFT PLANNING COMMISSION WORK PLAN
2013 - 2014**

WORK ITEM	2012 – June 2013	July – Dec 2013	Jan – June 2014	July – Dec 2014
Major Zoning Code Update (incl. Park'n'Fly Code)	On hold	Council-Commission discussion	TBD – as directed by Council	TBD – as directed by Council
Code Amendments	<ul style="list-style-type: none"> • City Center Park'n'Fly Code • Hotels in the UH Zone • I-Codes (Building & Fire) adoption 	TBD – as directed by Council	TBD – as directed b Council	TBD – as directed by Council
Review of other proposals	10-yr Transportation Improvement Program (TIP)	<ul style="list-style-type: none"> • Surface Water Plan • 10-yr TIP • 154th St. Station Area ULI TAP (CC Goal) 	TBD – as directed by Council	TBD – as directed by Council
Planning Commission suggested projects		<ul style="list-style-type: none"> • Review existing and develop an improved public involvement process for proposed changes to policies, regulations and procedures, to ensure better analysis 	<ul style="list-style-type: none"> • Review existing and identify possible amendments to other areas in the Municipal Code that impact development (i.e., road standards, drainage, etc.) 	TBD – in consultation with Council