

**RESOLUTION NO. 22-001**

A RESOLUTION of the City Council of the City of SeaTac, Washington fixing the time for a public hearing and for Council action on vacation of the 13<sup>th</sup> Avenue South right-of-way as described and shown in the attached Exhibits A and B.

**WHEREAS**, a petition for vacation of streets has been received, signed by Bridge Acquisition LLC the agent working on behalf of owners of property abutting the identified segments of unopened City street and right-of-way of 13<sup>th</sup> Avenue South, as described in Exhibit “A” and shown on Exhibit “B” to this Resolution; and

**WHEREAS**, Section 11.05.090 of the SeaTac Municipal Code adopts the street vacation procedures of Chapter 35.79 RCW; and

**WHEREAS**, RCW 35.79.010 authorizes the City Council to set a public hearing date by resolution and further requires that a public hearing prior to final Council action must be fixed not less than twenty (20) days nor more than sixty (60) days after the date of passage of such a resolution; and

**WHEREAS**, no apparent municipal use of the said street areas continues to exist; and

**WHEREAS**, the City will be entitled to monetary or other consideration for the vacation;  
and

**WHEREAS**, the Council finds that a public hearing prior to consideration of final action should be placed on the agenda of the Regular Council Meeting of March 8, 2022.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

1. A public hearing on the property owner’s request for vacation of those portions of 13<sup>th</sup> Avenue South as described in Exhibit “A” and shown on Exhibit “B” attached hereto, which is abutted by the property owner, is hereby fixed to

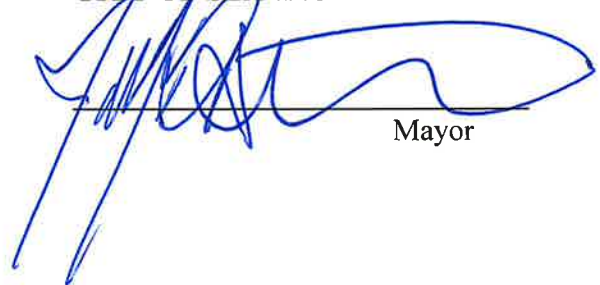
commence at 6:00 p.m. on Tuesday, March 8, 2022, or as soon thereafter as the hearing may be held virtually. Due to the current COVID-19 public health emergency, the Council meeting and public hearing may be conducted virtually. If this public hearing is modified to be held in-person, the City Clerk will provide notification of the change. The meeting will be live streamed on SeaTV Government Access Comcast Channel 21 and the City's website <https://www.seatacwa.gov/seatvlive> and click play. The public may listen to the meeting by calling 206.973.4555 and muting your phone.

2. Notice of the public hearing shall be posted in three public places within the City and at two places near the 13<sup>th</sup> Avenue South pursuant to SMC 16.07.030(3) and Petitioner shall be given notice by mail at least fifteen days before the date fixed for the hearing.

3. Following the public hearing, the City Council shall consider public comments and shall then take such action in regard to the requested vacation as may be deemed appropriate.

PASSED this 11<sup>th</sup> day of January, 2022 and signed in authentication thereof on this 11<sup>th</sup> day of January, 2022.

CITY OF SEATAC



Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary Mirante Bartolo, City Attorney

[Street Vacation of 13<sup>th</sup> Avenue South, petitioned by Bridge Acquisition LLC]

# EXHIBIT "A"

(VACATION: ROAD ROW 13TH AVE S)

THAT PORTION OF 13TH AVE SOUTH, SEELEY'S ADDITION TO THE CITY OF DES MOINES, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 59, IN KING COUNTY, WASHINGTON; SAID PORTION BEING DESCRIBED AS FOLLOWS:

(APN 7686200705 & 7686201040)

THE WEST HALF OF SAID 13<sup>TH</sup> AVE SOUTH LYING EAST OF THE FOLLOWING:  
LOTS 7 THROUGH 12, BLOCKS 16, 17 AND 18, ALL OF BLOCKS 23, 24, 25, 26, 27 AND 28; AND ALSO THOSE PORTIONS OF BLOCKS 33, 34, 35 AND 36 LYING NORTH OF SOUTH 200TH STREET; ALL IN SEELEY'S ADDITION TO THE CITY OF DES MOINES (VACATED), ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 59, IN KING COUNTY, WASHINGTON; TOGETHER WITH THAT PORTION OF 12TH PLACE SOUTH ABUTTING BLOCKS 18 AND 28 AS VACATED UNDER KING COUNTY SUPERIOR COURT CAUSE NUMBER 85-2-07561-7 AND RECORDED UNDER RECORDING NUMBER 8508150435; ALSO TOGETHER WITH ALL VACATED STREETS AND ALLEYS ADJACENT THERETO WHICH ATTACH BY OPERATION OF LAW.

AND

THE EAST HALF OF SAID 13<sup>TH</sup> AVE SOUTH LYING WEST OF THE FOLLOWING:  
LOTS 7 THROUGH 12, BLOCKS 16, 17 AND 18, ALL OF BLOCKS 23, 24, 25, 26, 27 AND 28; AND ALSO THOSE PORTIONS OF BLOCKS 33, 34, 35 AND 36 LYING NORTH OF SOUTH 200TH STREET; ALL IN SEELEY'S ADDITION TO THE CITY OF DES MOINES (VACATED), ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 59, IN KING COUNTY, WASHINGTON; TOGETHER WITH THAT PORTION OF 12TH PLACE SOUTH ABUTTING BLOCKS 18 AND 28 AS VACATED UNDER KING COUNTY SUPERIOR COURT CAUSE NUMBER 85-2-07561-7 AND RECORDED UNDER RECORDING NUMBER 8508150435; ALSO TOGETHER WITH ALL VACATED STREETS AND ALLEYS ADJACENT THERETO WHICH ATTACH BY OPERATION OF LAW.

AND

(APN 7686201920)

THE WEST HALF OF SAID 13<sup>TH</sup> AVE SOUTH LYING EAST OF THE FOLLOWING:  
LOTS 1 AND 2, BLOCK 37, SEELEY'S ADDITION TO THE CITY OF DES MOINES (VACATED), ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 59, IN KING COUNTY, WASHINGTON; TOGETHER THAT PORTION OF ALLEY ADJOINING, WHICH UPON VACATION, ATTACHED BY OPERATION OF LAW; AND, TOGETHER WITH THAT PORTION OF VACATED STREET ADJOIN, WHICH UPON VACATION ATTACHED BY OPERATION OF LAW.

AND

(APN 7686201930)

THE WEST HALF OF SAID 13<sup>TH</sup> AVE SOUTH LYING EAST OF THE FOLLOWING:

LOTS 3 AND 4 AND A PORTION OF LOT 5 LYING NORTH OF SOUTH 200<sup>TH</sup> STREET, ALL IN BLOCK 37, SEELEY'S ADDITION TO THE CITY OF DES MOINES (VACATED), ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 4 OF PLATS, PAGE 59, IN KING COUNTY, WASHINGTON;1 TOGETHER WITH THE EAST HALF OF VACATED ALLEY ADJOINING ON THE WEST.

CONTAINING 10,448 SQUARE FEET MORE OR LESS.

07/12/2021





# EXHIBIT "B"

APN  
7686201400  
TEAGUE

APN  
7686201410  
THIEN

APN  
7686201415  
MCGANE

APN  
7686201430  
MCGANE

APN  
7686201450  
ANDERSON

APN  
7686202080  
PHAM

APN 7686202000

APN  
7686201920

APN  
7686201930

APN 7686201040

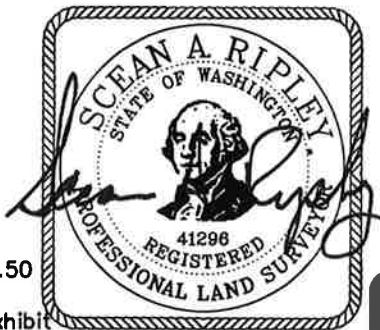
S. 198TH ST.

ROAD ROW  
VACATION  
AREA

S. 200TH STREET

13TH AVE S.

07/12/2021



JOB NO. 2200531.50

7/12/21

ROW VACATION Exhibit

(Road ROW, 13th Ave S)

LEGAL BY: SAR EXHIBIT BY: SAR

SE1/4 & SW1/4, NE1/4, S5, T22N, R4E

w:\edakproj\2020\2200531\2200531\_row vacation.dwg

**AHBL**

2215 North 30th Street,  
Suite 200,  
Tacoma, WA 98403  
253.383.2422 TEL  
253.383.2572 FAX

THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

RESOLUTION NO. 22-002

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing the City Manager to execute a Multi-Family Tax Exemption Agreement with GMC Projects International, LP, related to the proposed building at the TIME Apartments site.

**WHEREAS**, RCW 84.14 and SMC 3.85 provide for a property tax exemption for the construction of multifamily housing; and

**WHEREAS**, the City has received an application for a multifamily tax exemption from GMC Projects International, LP, for the TIME Apartments multifamily mixed-use building, that will create 289 new apartments in the City's Urban Center, which is the Designated Residential Target Area as adopted in SMC 3.85.030 in accordance with RCW 84.14.040; and

**WHEREAS**, 19% of the apartments in the TIME Apartments building will be restricted to moderate-income households and 1% will be restricted to low-income households; and

**WHEREAS**, the TIME Apartments building qualifies for a 12-year exemption pursuant to RCW 84.14.020 (1)(a)(ii)(B); and


**WHEREAS**, pursuant to SMC 3.85.070, the City Manager has approved the application and the agreement between the City and GMC Projects International, LP, which must be entered into prior to the City issuing a Conditional Certificate of Tax Exemption;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute the Multi-Family Tax Exemption Agreement with GMC Projects International, LP, in substantially similar form as attached hereto as Exhibit A.

PASSED this 25<sup>th</sup> day of January, 2022 and signed in authentication  
thereof on this 25<sup>th</sup> day of January, 2022.

CITY OF SEATAC

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[MFTE Agreement—TIME Apartments]

# **MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT BETWEEN THE CITY OF SEATAC AND GMC PROJECTS INTERNATIONAL, LP, FOR TIME APARTMENTS**

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT (“Agreement”) is entered into this \_\_\_\_\_ day of January 2022, by and between the City of SeaTac, a Washington municipal corporation (the “City”) and GMC Projects International, LP, a Washington limited partnership (the “Owner”).

## **RECITALS**

**WHEREAS**, the City has an interest in increasing residential opportunities by stimulating construction of new multi-family housing in the Angle Lake Station Area, as designated in the City’s Comprehensive Plan (“Angle Lake Station Area”) to increase housing opportunities; and

**WHEREAS**, the City also seeks to achieve development densities that enhance the use of the community’s mass transit opportunities and the public investment in such opportunities and promote community development and fulfillment of the City’s Angle Lake Station Area Plan; and

**WHEREAS**, the City has, pursuant to the authority granted to it by RCW 84.14, designated the City’s Urban Center, as designated in the City’s Comprehensive Plan, as a Residential Targeted Area for the provision of either eight- or twelve-year limited multi-family property tax exemptions (“MFTE”) for qualifying multi-family residential housing; and

**WHEREAS**, the Angle Lake Station Area is located within the City’s Urban Center; and

**WHEREAS**, the City has, through Chapter 3.85 of the SeaTac Municipal Code (“SMC”), enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the King County Assessor that the property owner is eligible to receive a limited property tax exemption; and

**WHEREAS**, pursuant to SMC 3.85.060, the Owner submitted to the City a complete application on October 12, 2020 (the “Application”), for a twelve-year MFTE for constructing 289 units of new multi-family residential housing located in the Angle Lake Station Area, to be referred to as the “TIME Apartments” mixed-use development (the “Project”, more specifically described below); and

**WHEREAS**, the Project is a development also known as GMC Apartments in the City’s files (SPR20-0001, SEP20-0003); and

**WHEREAS**, pursuant to SMC 3.85.070, the City’s Community and Economic Development Director and the City Manager have determined that the Project, if completed as

proposed, satisfies the requirements for a twelve-year Final Certificate of Tax Exemption as required under Chapter 3.85 SMC and has approved the Owner's Application; and

**WHEREAS**, the SeaTac City Council passed Resolution No. 22- \_\_\_\_ approving this Agreement and the terms of the Project and eligibility for the MFTE under Chapter 3.85 SMC;

## **AGREEMENT**

NOW, THEREFORE, the City and the Owner do mutually agree as follows:

### **1. Subject Property and Project.**

**1.1. The Property.** The Owner has submitted to the City preliminary site plans and floor plans for a multi-family residential housing development, located at 19825 International Boulevard, in the City's Angle Lake Station Area; (the "Property").

**1.2. The Project.** The proposed Project on the Property is a multi-family development that will consist of one mixed-use building with a total of 289 units of apartments in a mix of studio, one-bedroom, and two-bedroom apartments, approximately 2,000 square feet of ground level commercial space, and parking. During the term of this Agreement, the following housing rent - and income – restrictions shall apply:

- 1.2.1. A minimum of one percent (1%) of the housing units will be income set-aside for low-income households;
- 1.2.2. A minimum of 19 percent (19%) of the housing units will be income set-aside for moderate-income households.

### **2. Conditional Certificate of Acceptance.** Upon execution of this Agreement by all parties, the City shall issue the Owner a conditional certificate of acceptance of tax exemption ("Conditional Certificate"), which shall expire three (3) years from the date of City Council approval unless an extension is granted by the City pursuant to SMC 3.85.070 (D).

### **3. Final Certificate of Tax Exemption.**

**3.1. Project Requirements.** To qualify for a final certificate of tax exemption ("Final Certificate"), the Owner shall complete construction of the Project on the Property:

- 3.1.1. in compliance with SMC 3.85.040;
- 3.1.2. substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City Council approval of this Agreement;

- 3.1.3. pursuant to all applicable Project permit conditions and requirements;
  - 3.1.4. in compliance with all other generally applicable local, state, and federal land use, environmental, development, and building regulations; and
  - 3.1.5. within the three-year time period as provided for on the Conditional Certificate, or within any extension thereof granted by the City.
- 3.2. Application for Final Certificate.** The Owner may request a Final Certificate upon completion of the Project and the City's issuance of either a temporary or permanent certificate of occupancy. Such request shall be submitted pursuant to the requirements of SMC 3.85.100.
- 3.3. Granting of Final Certificate.** The City shall review and either grant or deny the Owner a Final Certificate for the Project pursuant to SMC 3.85.100.
- 3.4. Annual Reporting.** Upon the City's granting of a Final Certificate, the Owner shall be responsible to comply with the annual certification and reporting requirements pursuant to SMC 3.85.110, in addition to any and all other reporting requirements of the King County Assessor's office, to maintain the tax exemption status.
- 3.5. Cancellation of Tax Exemption.** The tax exempt status of the Project may be cancelled, and the Final Certificate revoked, pursuant to SMC 3.85.120.
- 4. General Provisions.**
- 4.1. Statute References.** In this Agreement, unless the context otherwise requires, a reference to the SMC or other statute or law is a reference to that provision as extended, applied, amended, or enacted from time to time and includes any subordinate legislation.
- 4.2. Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned, or transferred to it. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned, or transferred to it.
- 4.3. Amendment.** This Agreement may not be modified or amended except by writing signed by the parties and pursuant to SMC 3.85.080.

- 4.4. Assignment.** The Owner shall not assign or transfer any interest in this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.
- 4.5. No Waiver.** Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.
- 4.6. Severability.** Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.
- 4.7. Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed by first class or certified mail with postage prepaid to the address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.
- 4.8. Governing Law / Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.
- 4.9. Attorney's Fees.** If any party initiates legal proceedings related to the validity, construction, enforcement, interpretation, or breach of this Agreement, the substantially prevailing party shall be entitled to all costs of such proceedings including reasonable attorney's fees. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.
- 4.10. Headings.** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.
- 4.11. Recording.** Upon execution by all parties, the Owner shall timely record this Agreement against the Property with the King County Auditor at the sole expense of the Owner.
- 4.12. Authority.** Each individual executing this Agreement on behalf of the City and the Owner represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of each.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**CITY OF SEATAC**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
City of SeaTac  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

**OWNER**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
GMC Projects International, LP  
10633 Marine View Drive SW  
Seattle, WA 98146

Approved as to form:

\_\_\_\_\_  
City of SeaTac Legal Department

STATE OF WASHINGTON)

) ss.

KING COUNTY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be an authorized representative of \_\_\_\_\_, who executed the foregoing instrument and acknowledged to me that the said instrument was signed as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
Notary Public, Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_



IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**CITY OF SEATAC**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
City of SeaTac  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

**OWNER**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
GMC Projects International, LP  
10633 Marine View Drive SW  
Seattle, WA 98146

Approved as to form:

\_\_\_\_\_  
City of SeaTac Legal Department

STATE OF WASHINGTON)  
) ss.  
KING COUNTY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be an authorized representative of \_\_\_\_\_, who executed the foregoing instrument and acknowledged to me that the said instrument was signed as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
Notary Public, Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**RESOLUTION NO. 22-003**

A RESOLUTION of the City Council of the City of SeaTac, Washington, confirming the appointment of Andrew Reeves of Sound Law Center by the City Manager as the City Hearing Examiner, providing for appointment of a Hearing Examiner Pro Tem, and authorizing the City Manager to enter into a contract for Hearing Examiner services.

**WHEREAS**, Section 1.20.030 of the SeaTac Municipal Code provides for the appointment of the Hearing Examiner by the City Manager, subject to confirmation by the City Council, to serve a term of two years; and

**WHEREAS**, Section 1.20.060 of the SeaTac Municipal Code provides for appointment of the Hearing Examiner Pro-Tem by the City Manager, subject to confirmation by the Council, to serve a term of two years; and

**WHEREAS**, the City Manager believes that Andrew Reeves of Sound Law Center is qualified to serve as the City's Hearing Examiner, based upon his qualifications, including his training, actual experience in, and knowledge of administrative and quasi-judicial hearings on zoning, subdivision and other land use regulatory enactments; and

**WHEREAS**, the City Manager appoints Andrew Reeves as the City Hearing Examiner subject to confirmation by the City Council; and

**WHEREAS**, the City Council finds that it is appropriate that the Hearing Examiner appoint a Hearing Examiner Pro Tem, as necessary, to fulfill the duties of Hearing Examiner set forth in the SeaTac Municipal Code;

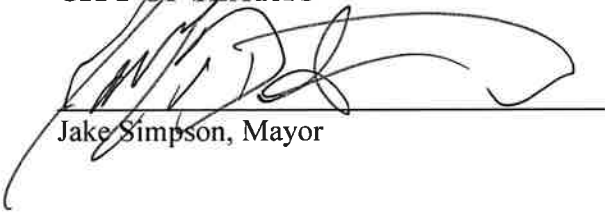
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES** as follows:

- 1) The appointment by the City Manager of Mr. Andrew Reeves to the position of City Hearing Examiner is hereby confirmed through January 25, 2024, as specified by Ordinance; and

- 2) The Hearing Examiner is authorized to appoint, as necessary, a Hearing Examiner Pro Tem, in order to fulfill the duties of the Hearing Examiner as set forth in the SeaTac Municipal Code; and
- 3) The City Manager is authorized to enter into a contract, in substantially similar form as attached hereto in Exhibit A, for Hearing Examiner and Hearing Examiner Pro Tem services.

**PASSED** this 25<sup>th</sup> day of January, 2022, and signed in authentication thereof on this 25<sup>th</sup> day of January, 2022.

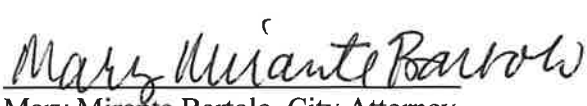
**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary Mirante Bartolo, City Attorney

## EXHIBIT A

### **HEARING EXAMINER CONTRACT**

THIS CONTRACT, is made and entered into effective on the date upon which the last party to sign this Contract so signs the Contract, by and between the City of SeaTac, a municipal corporation of the State of Washington, hereinafter referred to as the “City”, and Sound Law Center, hereinafter referred to as the “Hearing Examiner.”

**WHEREAS**, Andrew Reeves, of Sound Law Center has been appointed as the Hearing Examiner for the City; and;

**WHEREAS**, the City Council wishes to contract with the Hearing Examiner under the terms and conditions set forth herein; and

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived by the parties herein, the parties agree as follows:

1. **EMPLOYMENT.**

The City hereby agrees to retain and employ the Hearing Examiner to preside over quasi-judicial and appellate matters in accordance with Chapter 1.20 of the SeaTac Municipal Code (hereafter SMC). The Hearing Examiner hereby agrees to serve the City pursuant to this Contract.

2. **SCOPE OF SERVICES.**

The Hearing Examiner shall perform all of the duties set forth in Chapter 1.20 of the SeaTac Municipal Code, and all other actions reasonably necessary to fulfill the obligations of the position, as established by State statute or City Ordinance. The Hearing Examiner shall also perform all of the duties of Examiner pro tem, in the absence or the inability of the Andrew Reeves to act on an application. The Hearing Examiner shall be responsible for any pro tem hearing officers. City staff may, at its discretion, approve the use of specific pro tem hearing officers prior to any such pro tem being used. The provisions of SMC 1.20 and Chapter 35.63.130 of the Revised Code of Washington (hereafter RCW) are incorporated by reference as if fully set forth herein.

3. **DURATION.**

This Contract shall be effective upon signing of both parties and continue in effect through January 25, 2024.

4. **COMPENSATION.**

The Hearing Examiner shall provide services to the City at a flat rate per decision type shown below for the performance of the duties described herein. For any duties performed by the Hearing Examiner not included in the table below, the Hearing Examiner shall provide services to the City at an hourly rate of \$225.00. The Hearing Examiner will not charge for mileage, travel time, or for responding to procedural communications, such as requests to schedule hearings.

The following are Type III permit matters requiring a decision of the Hearing Examiner, as identified in Appendix A of Title 16A (Development Review Code) of the SeaTac Municipal Code, will be billed at a “flat” rate:

\$1,500	\$2,750	\$3,500
Single-Family Residential Variances	Commercial/Industrial Variances and CUPs	Multi-Permit Applications
Single-Family Residential Conditional Use Permits	Multi-Family Residential Variances and CUPs	Planned Unit Developments and Subdivisions
Sign Variances	Owner-Initiated Rezone Requests	Essential Public Facility CUPs
	Shoreline Substantial Development Permits	

All compensation and costs that are billed at an hourly rate shall be billed in six-minute increments. Other costs not specified in this Contract will only be paid if mutually agreed upon in writing between the City and the Hearing Examiner.

**5. BILLING AND PAYMENT.**

The Hearing Examiner shall submit a final invoice to the City within thirty (30) days after a hearing decision is rendered. The City shall make payments to the Hearing Examiner within forty-five (45) days of receipt of the invoice. Each invoice shall contain a detailed description of charges. The Hearing Examiner shall provide additional information to the City explaining charges upon request.

**6. INDEPENDENT CONTRACTOR.**

The Hearing Examiner is an independent contractor for the performance of services under this Contract. The City shall not be liable for, nor obligated to pay to the Hearing Examiner, or any employee of the Hearing Examiner, sick leave, vacation pay, overtime or any other benefit applicable to employees of the City, nor to pay or deduct any social security, income tax, or other tax from the payments made to the Hearing Examiner which may arise as an incident of the Hearing Examiner performing services for the City. The City shall not be obligated to pay industrial insurance for the services rendered by the Hearing Examiner. The Hearing Examiner will be solely responsible for the payment of any and all applicable taxes related to the services provided under this Contract and if such taxes are required to be passed through to the City by law, the same shall be duly itemized on any billings submitted to the City by the Hearing Examiner.

**7. RECORDS INSPECTION AND AUDIT.**

The Hearing Examiner shall keep all records related to this Contract for a period of three (3) years following completion of the work for which the Hearing Examiner is retained. The Hearing Examiner shall return the City’s original records to the City, if any such originals are provided. The parties understand, however, that all documents shall be exchanged electronically

unless unique circumstances dictate that original documents be furnished to the Hearing Examiner. The Hearing Examiner shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Hearing Examiner. Upon request, the Hearing Examiner will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Hearing Examiner, but the Hearing Examiner may charge the City no more than 15 cents (\$0.15) per page for copies requested for any other purpose.

8. PUBLIC RECORDS.

The Hearing Examiner acknowledges that the City is a public agency subject to the Public Records Act codified in Chapter 42.56 of the Revised Code of Washington and documents, notes, emails, and other records prepared or gathered by the Consultant in its performance of this Agreement may be subject to public review and disclosure, even if those records are not produced to or possessed by the City of SeaTac. Consultant agrees to cooperate fully in satisfying the City's duties and obligations under the Public Records Act.

9. OWNERSHIP OF WORK PRODUCT.

Any and all documents, drawings, reports, and other work product produced by the Hearing Examiner under this Contract shall become the property of the City upon payment of the Hearing Examiner's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Hearing Examiner.

10. EQUAL EMPLOYMENT OPPORTUNITY.

The Hearing Examiner shall strictly abide by all local, state and federal equal employment opportunity laws and policies relating to the establishment of non-discrimination in hiring and employment practices, and assuring the service of all clients, customers or involved members of the public without discrimination.

11. INDEMNIFICATION.

The Hearing Examiner shall indemnify and hold harmless the City and its officers, agents and employees or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the Hearing Examiner, its officers, agents and employees, or any of them relating to or arising out of the performance of this Contract; and if final judgment be rendered against the City and its officers, agents and employees or any of them, or jointly against the City and the Hearing Examiner and their representative officers, agents and employees, or any of them, the Hearing Examiner shall satisfy the same to the extent that such judgment was due to the Contractor's negligent act or omissions.

The City shall indemnify and hold harmless the Hearing Examiner and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents and employees, or any of them relating to or arising out

of the performance of this Contract; and if final judgment be rendered against the Hearing Examiner and its officers, agents and employees or any of them, or jointly against the Hearing Examiner and the City and their representative officers, agents and employees, or any of them, the City shall satisfy the same to the extent that such judgment was due to the City's negligent act or omissions.

12. GENERAL COMPREHENSIVE LIABILITY INSURANCE.

The Hearing Examiner shall secure and maintain a policy of comprehensive general liability insurance with an insurance company licensed to do business in the State of Washington, with policy limits of not less than \$1 million dollars. Written proof of the insurance policy shall be filed with the City.

13. RESTRICTION AGAINST ASSIGNMENT.

The Hearing Examiner shall not assign this Contract or any interest herein, nor any money due or to become due hereunder without first obtaining the written consent of the City. The Hearing Examiner shall not subcontract part of the consulting services to be performed hereunder, without first obtaining the written consent of the City.

14. TERMINATION OF CONTRACT.

Either the City or the Hearing Examiner may terminate the work in the event the other party fails to perform in accordance with the provisions of this Contract. Termination of this Contract is accomplished by either party giving the other party written notice of such termination, specifying the reason for the termination, the extent and effective date thereof, by not sooner than sixty (60) days from date of such notice, providing that the Hearing Examiner shall complete and be compensated for any duties previously assigned and accepted. The Hearing Examiner recognizes that he may be removed from office at any time for just cause by the affirmative vote of a majority of the whole membership of the City Council, pursuant to SMC 1.20.040.

15. CONTRACT ADMINISTRATION

This Contract shall be administered by Andrew Reeves on behalf of the Hearing Examiner and by the City Manager on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed as follows:

IF TO THE CITY:

Attn.: City Manager's Office  
City of SeaTac  
4800 S. 188th Street  
SeaTac, WA 98188  
Telephone: (206) 973-4800

IF TO THE HEARING EXAMINER:

Andrew Reeves  
Sound Law Center, LLC  
4500 9<sup>th</sup> Avenue NE, Suite 300  
Seattle, WA 98105  
Telephone: (206) 233-1908

16. CONSTRUCTION AND VENUE AND DISPUTE RESOLUTION.

This Contract shall be construed in accordance with the laws of the State of Washington. It is agreed that King County, Washington shall be the venue for any arbitration or lawsuit arising out

of this Contract. Except as otherwise provided by law, it is expressly understood that neither party can institute any legal action against the other based on this Contract until the parties have exhausted the arbitration procedures required in the following paragraph.

If a dispute arises from or relates to this Contract or the breach thereof, and if the dispute cannot be resolved through direct negotiations between the parties, then the parties agree to first settle their dispute by arbitration, which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the parties or through the American Arbitration Association. All fees and expenses for arbitration shall be borne by the parties equally. However, each party shall bear the expenses of its own counsel, experts, witnesses, and preparation of evidence.

17. MERGER AND AMENDMENT. This Contract contains the entire understanding of the parties with respect to the matters set forth herein and any prior or contemporaneous understandings are merged herein. This Contract shall not be modified except by written instrument executed by all parties hereto.



**IN WITNESS WHEREOF** the parties hereto do hereby execute this Agreement.

**CITY OF SEATAC**

**HEARING EXAMINER**

\_\_\_\_\_  
Printed Name: Carl C. Cole  
Title: City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Printed Name: Mary Mirante Bartolo  
Title: City Attorney

**RESOLUTION NO. 22-004**

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing the City Manager to execute an amendment to the Multi-Family Tax Exemption Agreement with Mayer Court, LLC, related to the proposed building at the Mayer Court Apartments site.

**WHEREAS**, RCW 84.14 and SMC 3.85 provide for a property tax exemption for the construction of multifamily housing; and

**WHEREAS**, the City has received an application for a multifamily tax exemption from Mayer Court, LLC, for the Mayer Court Apartments multifamily mixed-use building, that will create 87 new apartments in the City's Urban Center, which is the Designated Residential Target Area as adopted in SMC 3.85.030 in accordance with RCW 84.14.040; and

**WHEREAS**, the Mayer Court Apartments building qualifies for an 8-year exemption pursuant to RCW 84.14.020 (1)(a)(ii)(B); and

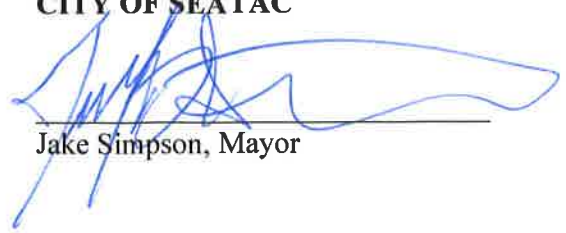
**WHEREAS**, pursuant to SMC 3.85.070, the City Manager has approved the application and the agreement between the City and Mayer Court, LLC, which must be entered into prior to the City issuing a Conditional Certificate of Tax Exemption;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute the Multi-Family Tax Exemption Agreement with Mayer Court, LLC, in substantially similar form as attached hereto as Exhibit A.

**PASSED** this 22nd day of February, 2022 and signed in authentication thereof on this 22nd day of February, 2022.

**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[MFTE Agreement—Mayer Court Apartments]

**AMENDED MULTI-FAMILY HOUSING LIMITED PROPERTY  
TAX EXEMPTION CONTRACT AGREEMENT BETWEEN THE CITY OF SEATAC  
AND MAYER COURT, LLC FOR THE  
MAYER COURT APARTMENTS**

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT AGREEMENT Amendment (“Agreement”) is entered into this \_\_\_\_ day of February, 2022, by and between the City of SeaTac, a Washington municipal corporation (the “City”) and Mayer Court, LLC, a Washington limited liability company (the “Owner”).

**RECITALS**

**WHEREAS**, the City has an interest in increasing residential opportunities by stimulating construction of new multi-family housing in the South 154th Street Station Area, as designated in the City’s Comprehensive Plan (“154th Street Station Area”) to increase housing opportunities; and

**WHEREAS**, the City also seeks to achieve development densities that enhance the use of the community’s mass transit opportunities and the public investment in such opportunities and promote community development and fulfillment of the City’s South 154th Street Station Area Plan; and

**WHEREAS**, the City has, pursuant to the authority granted to it by RCW 84.14, designated the City’s Urban Center, as designated in the City’s Comprehensive Plan, as a Residential Targeted Area for the provision of either eight- or twelve-year limited multi-family property tax exemptions (“MFTE”) for qualifying multi-family residential housing; and

**WHEREAS**, the South 154th Street Station Area is located with the City’s Urban Center; and

**WHEREAS**, the City has, through Chapter 3.85 of the SeaTac Municipal Code (“SMC”), enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the King County Assessor that the property owner is eligible to receive a limited property tax exemption; and

**WHEREAS**, pursuant to SMC 3.85.060, the Owner submitted to the City a complete application, dated August 5, 2019, and subsequently revised on March 2, 2020, for an eight-year MFTE for constructing 117 units of new multi-family residential housing located in the South 154th Street Station Area, to be referred to as the “Original Project”; and

**WHEREAS**, the SeaTac City Council passed Resolution No. 20-006 on May 26, 2020, approving a MFTE agreement and the terms of the Original Project and eligibility for the MFTE under Chapter 3.85 SMC;

**WHEREAS**, the Owner revised the project and submitted to the City a complete application dated September 29, 2021 (the “Application”), for an eight-year MFTE for

constructing 87 units of new multi-family residential housing located in the South 154<sup>th</sup> Street Station Area, to be referred to as the “Mayer Court Apartments” (the “Project”, more specifically described below). The application included a request to extend the agreement an additional twenty-four (24) months; and

**WHEREAS**, on December 23, 2021, City Manager approved the extension of the MFTE conditional certificate, pursuant to the criteria for extension in SMC 3.85.090; and

**WHEREAS**, pursuant to SMC 3.85.070, the City’s Community and Economic Development Director and the City Manager have determined that the Project, if completed as proposed, satisfies the requirements for an eight-year Final Certificate of Tax Exemption as required under Chapter 3.85 SMC and has approved the Owner’s Application and extension request; and

**WHEREAS**, the SeaTac City Council passed Resolution No. 22-\_\_\_\_ approving this Agreement and the terms of the Project and eligibility for the MFTE under Chapter 3.85 SMC.

## **AGREEMENT**

NOW, THEREFORE, the City and the Owner do mutually agree as follows:

### **1. Subject Property and Project.**

**1.1. The Property.** The Owner has submitted to the City preliminary site plans (City of SeaTac File No. SPR 20-0003) for a multi-family residential housing development located at 15005 Military Road South, in the City’s South 154th Street Station Area (the “Property”).

**1.2. The Project.** The proposed Project on the Property is a mixed-use development with four buildings, three to four stories in height, with 87 residential units and 3,559 square feet of commercial space. 112 parking stalls are provided through surface and underbuilding parking. During the term of this Agreement, no units shall be income restricted.

### **2. Conditional Certificate of Acceptance.** Upon execution of this Agreement by all parties, the City shall issue the Owner a conditional certificate of acceptance of tax exemption (“Conditional Certificate”), which shall expire May 25, 2025.

### **3. Final Certificate of Tax Exemption.**

**3.1. Project Requirements.** To qualify for a final certificate of tax exemption (“Final Certificate”), the Owner shall complete construction of the Project on the Property:

3.1.1. in compliance with SMC 3.85.040;

- 3.1.2. substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City Council approval of this Agreement;
  - 3.1.3. pursuant to all applicable Project permit conditions and requirements;
  - 3.1.4. in compliance with all other generally applicable local, state, and federal land use, environmental, development, and building regulations; and
  - 3.1.5. by May 25, 2025.
- 3.2. Application for Final Certificate.** The Owner may request a Final Certificate upon completion of the Project and the City's issuance of either a temporary or permanent certificate of occupancy. Such request shall be submitted pursuant to the requirements of SMC 3.85.100.
- 3.3. Granting of Final Certificate.** The City shall review and either grant or deny the Owner a Final Certificate for the Project pursuant to SMC 3.85.100.
- 3.4. Annual Reporting.** Upon the City's granting of a Final Certificate, the Owner shall be responsible to comply with the annual certification and reporting requirements pursuant to SMC 3.85.110, in addition to any and all other reporting requirements of the King County Assessor's office, to maintain the tax exemption status.
- 3.5. Cancellation of Tax Exemption.** The tax exempt status of the Project may be cancelled, and the Final Certificate revoked, if the Property no longer qualifies for the tax exemption or for the reasons set forth in SMC 3.85.120.

#### **4. General Provisions.**

- 4.1. Statute References.** In this Agreement, unless the context otherwise requires, a reference to the SMC or other statute or law is a reference to that provision as extended, applied, amended, or enacted from time to time and includes any subordinate legislation.
- 4.2. Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned, or transferred to it. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties

and obligations pertain to the portion of the Property sold, assigned, or transferred to it.

- 4.3. Amendment.** This Agreement may not be modified or amended except by writing signed by the parties and pursuant to SMC 3.85.080.
- 4.4. Assignment.** The Owner shall not assign or transfer any interest in this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.
- 4.5. No Waiver.** Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.
- 4.6. Severability.** Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.
- 4.7. Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed by certified mail with postage prepaid to the address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.
- 4.8. Governing Law/Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.
- 4.9. Attorney's Fees.** If any party initiates legal proceedings related to the validity, construction, enforcement, interpretation, or breach of this Agreement, the substantially prevailing party shall be entitled to all costs of such proceedings including reasonable attorney's fees. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.
- 4.10. Headings.** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.
- 4.11. Recording.** Upon execution by all parties, the Owner shall timely record this Agreement against the Property with the King County Auditor at the sole expense of the Owner.

**4.12. Authority.** Each individual executing this Agreement on behalf of the City and the Owner represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of each.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

DRAFT



**CITY OF SEATAC**

**MAYER COURT, LLC**

By: \_\_\_\_\_  
Printed Name: Carl C. Cole  
Title: City Manager  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
City of SeaTac Legal Department

STATE OF WASHINGTON     )  
  ) ss.  
COUNTY OF KING         )

I certify that I know or have satisfactory evidence that **CARL C. COLE** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the **CITY MANAGER** for the **CITY OF SEATAC** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal hereto affixed this \_\_\_\_\_ day of February, 2022.

Printed Name: Ellaine M. Wi  
Notary Public in and for the State of  
Washington, residing at SeaTac,  
King County, Washington  
My commission expires: \_\_\_\_\_

**RESOLUTION NO. 22-005**

A RESOLUTION of the City Council of the City of SeaTac,  
Washington not ratifying the 2021 amendments to the King County  
Countywide Planning Policies.

**WHEREAS**, the King County Countywide Planning Policies (CPPs) establish a framework for guiding development in all King County jurisdictions; and

**WHEREAS**, the City of SeaTac (“City”) consulted with other cities and King County to inform and influence the content of the 2021 amendments of the CPPs related to the concerns raised by the City and other cities in South King County; and

**WHEREAS**, such concerns appear to have been considered by King County, yet not fully addressed by the 2021 amendments of the CPPs; and

**WHEREAS**, the City and other South King County cities continue to work with King County to address concerns by the local municipalities; and

**WHEREAS**, the City’s Planning and Economic Development Committee was briefed on the growth targets and 2021 amendments of the CPPs on November 18, 2020, January 26, 2021, February 18, 2020, March 25, 2021 and June 24, 2021, and the Committee reviewed the proposed 2021 amendments of the CPPs on February 24, 2022; and

**WHEREAS**, the SeaTac City Council has concluded that until the concerns of the City of SeaTac are fully addressed, the City of SeaTac cannot ratify the 2021 amendments of the CPPs; and

**WHEREAS**, the 2021 amendments to the CPPs have been approved and ratified by King County on December 14, 2021, and will be deemed adopted when ratified by a requisite number of cities and population;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON HEREBY RESOLVES as follows:**

The SeaTac City Council respectfully declines to ratify the 2021 amendments to the King County CPPs as shown in Exhibit A.

**PASSED** this 8th day of March, 2022 and signed in authentication thereof on this 8th day of March, 2022.


CITY OF SEATAC

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 3/8/2022]

[Not Ratifying 2021 Amendments to King County CPPs]



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 19384

**Proposed No.** 2021-0254.3

**Sponsors** Dembowski

1                   AN ORDINANCE relating to adoption and ratification of  
2                   the 2021 King County Countywide Planning Policies.

3                   BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

4                   SECTION 1. Findings:

5                   A. On October 29, 2020, the Puget Sound Regional Council General Assembly  
6                   adopted VISION 2050 and the Multicounty Planning Policies.

7                   B. The Multicounty Planning Policies call for the Countywide Planning Policies  
8                   to be updated, where necessary, before December 31, 2021.

9                   C. On June 23, 2021, the Growth Management Planning Council approved  
10                  Motion 21-1 recommending the 2021 King County Countywide Planning Policies to the  
11                  King County council.

12                  D. Technical changes made by the King County council streamline and  
13                  strengthen the 2021 King County Countywide Planning Policies.

14                  E. Workplan items relating to the Affordable Housing Committee and Growth  
15                  Management Planning Council review of the four-to-one program implement VISION  
16                  2050 and the Countywide Planning Policies.

17                  F. Changes to city of Sammamish growth targets reflect updated conditions that  
18                  impact capacity in the jurisdiction.

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19           SECTION 2. The 2021 King County Countywide Planning Policies, Attachment  
20 A to this ordinance, is hereby adopted by King County and ratified on behalf of the  
21 population of unincorporated King County.

22           SECTION 3.

23           A. Growth Management Planning Council Motion 21-1 included a workplan item  
24 for the Affordable Housing Committee of the Growth Management Planning Council.  
25 The County shall submit to the Affordable Housing Committee the following workplan  
26 items for review, consideration, and recommendation:

- 27           1. Monitor and report jurisdictional housing supply, housing affordability,  
28 housing needs and income-restricted housing levels, including disparities between  
29 subregions and comparisons to established subregional or jurisdictional affordable  
30 housing needs, through the Regional Affordable Housing dashboard and reporting;
- 31           2. Establish subregional or jurisdictional affordable housing needs, informed by  
32 local data and the data and methodology provided by the Washington state Department of  
33 Commerce;
- 34           3. Recommend to the Growth Management Planning Council an accountability  
35 and implementation framework for equitably meeting affordable housing needs across the  
36 region. The Affordable Housing Committee will consider, at a minimum, the range of  
37 development patterns chapter and housing chapter amendments proposed by Growth  
38 Management Planning Council members in June 2021 regarding understanding and  
39 accommodating housing need, holding jurisdictions accountable and allocating resources;  
40 and

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41           4. Recommend to the Growth Management Planning Council any Countywide  
42 Planning Policy amendments necessary to implement their recommendations.

43           B. Complete its housing needs work by the end of 2022 and submit a staff report  
44 to the Growth Management Planning Council quarterly in 2022 to provide an update the  
45 on its progress.

46           SECTION 4.

47           A. The county's four-to-one program has been effective in implementing Growth  
48 Management Act goals to reduce sprawl and encourage retention of open space. There  
49 have been previous efforts to update the four-to-one program as part of the 2020 King  
50 County Comprehensive Plan update and 2021 Countywide Planning Policies update.  
51 There is a need to comprehensively review the Countywide Planning Policies ("the  
52 CPPs"), King County Comprehensive Plan ("KCCP") and King County Code ("KCC") to  
53 ensure the three documents are consistent and reflect countywide growth management  
54 goals, including collaboration with cities affected by the program.

55           B. The executive shall review the four-to-one program as follows:

56           1. Analyze all projects approved under the four-to-one program and evaluate the  
57 performance of those projects against the program's goals of reducing sprawl and  
58 preserving open space;

59           2. Consider the following potential amendments to the four-to-one program. The  
60 review shall also include proposed procedural improvements to make it clearer how four-  
61 to-one program projects are applied for, reviewed, approved and monitored after  
62 approval. The potential amendments to be considered include, but are not limited to:

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63           a. whether the four-to-one program should require projects be contiguous with  
64 the 1994 urban growth area boundary, later adopted boundaries through subsequent joint  
65 planning processes between the county and cities, or some combination thereof;

66           b. whether the four-to-one program should allow reduced open space  
67 dedication if a proposal contains lands with high ecological value, such as lands that  
68 could provide for high-value floodplain restoration, riparian habitat or working resource  
69 lands;

70           c. whether the four-to-one program should allow for noncontiguous open space  
71 preservation;

72           d. whether the four-to-one program should allow facilities, such as roads or  
73 stormwater, that serve the new urban area to be located in the Rural Area;

74           e. whether the four-to-one program should allow nonresidential and  
75 multifamily residential projects; and

76           f. whether the four-to-one program should allow projects that are not likely to  
77 be annexed in a timely manner;

78           3. Develop and recommend to the county council changes to the CPPs, KCCP  
79 and KCC, in consultation with the IJT and based on Growth Management Planning  
80 Council review identified in subsection B.4 of this section; and

81           4. Submit to the Growth Management Planning Council in 2022 the following  
82 items for review, consideration and recommendation:

83           a. previously adopted goals and criteria of the four-to-one program;

84           b. findings of the analyses in subsection B.1. and 2. of this section; and



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85           c. potential changes to the CPPs, KCCP and KCC necessary to implement  
86 improvements to the four-to-one program.

87           C. Executive staff shall regularly update and consult with the offices of the  
88 councilmembers representing the county on the GMPC, the chair and vice-chair of the  
89 local services committee, or its successor, and the chair and vice-chair of the mobility and  
90 environment committee, or its successor, throughout the process.

91           D. The executive recommended CPPs, KCCP and KCC changes and a GMPC  
92 motion that makes recommendations on the four-to-one program shall be completed no  
93 later than January 1, 2023, shall be included in the public review draft and State  
94 Environmental Policy Act environmental impact statement for the 2024 Comprehensive  
95 Plan Update, and shall be transmitted to the council as part of the 2024 Comprehensive  
96 Plan update.

97           SECTION 5. Severability. If any provision of this ordinance or its application to

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- 98 any person or circumstance is held invalid, the remainder of the ordinance or the
- 99 application of the provision to persons or circumstances is not affected.

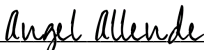
Ordinance 19384 was introduced on 7/27/2021 and passed as amended by the Metropolitan King County Council on 12/14/2021, by the following vote:

Yes: 9 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott, Mr. Upthegrove, Mr. von Reichbauer and Mr. Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
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Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
  
C267B914088E4A0...  
Melani Pedroza, Clerk of the Council

APPROVED this \_\_\_\_ day of 12/27/2021, \_\_\_\_.

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Dow Constantine, County Executive

**Attachments:** A. 2021 King County Countywide Planning Policies, dated November 30, 2021, updated 12/14/2021

Ordinance 19384

**19384 Attachment A, updated 12/14/2021**

# **2021 King County Countywide Planning Policies**

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November 30, 2021

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## **LAND ACKNOWLEDGMENT**

The Countywide Planning Policies guide how King County jurisdictions work together and plan for growth that will occur on the ancestral lands of the Coast Salish peoples. In respect for and acknowledgment of their legacy, the Countywide Planning Policies seek to create a livable, equitable, and sustainable home for current and future generations.

## INTRODUCTION

### The King County Countywide Planning Policies

The Countywide Planning Policies (CPPs) create a shared and consistent framework for growth management planning for all jurisdictions in King County in accordance with RCW 36.70A.210, which requires the legislative authority of a county to adopt a countywide planning policy in cooperation with cities located in the county. The comprehensive plan for King County and the comprehensive plans for cities and towns in King County are developed from the framework that the CPPs establish. The 2021 Countywide Planning Policies were designed to provide guidance in advance of the 2024 statutory update of comprehensive plans to incorporate changes to the regional policy framework and to reflect new priorities addressing equity and social justice within our communities.

The CPPs implement VISION 2050, which is the region's plan for growth. VISION 2050 is a product of a regional planning process led by the Puget Sound Regional Council (PSRC), an association of cities, towns, four counties (King, Kitsap, Pierce, and Snohomish), ports, tribes, and state agencies. By 2050, the region's population is projected to reach 5.8 million people. The region's vision for 2050 is to provide exceptional quality of life, opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy.

King County is home to 39 cities, all of which have a role in accommodating the approximately 660,000 people and 490,000 jobs projected to come to King County by 2044.

### The Growth Management Planning Council

The Growth Management Planning Council (GMPC) brings together elected officials from King County and the cities and develops and recommends the CPPs to the King County Council. The GMPC is chaired by the King County Executive and includes members from the King County Council, the Mayor of Seattle, members from the Seattle City Council, representatives from the other 38 cities in King County through the Sound Cities Association, and ex-officio membership from special purpose districts, school districts, and the Port of Seattle.

The GMPC is supported by the Interjurisdictional Staff Team (IJT), which reflects the membership of the GMPC. The IJT is comprised of senior planning staff from King County and the cities. The IJT operates on a consensus basis and prepares all documents for GMPC review and consideration.



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The Countywide Planning Policies and all amendments to the CPPs become effective following approval by the GMPC, adoption by the King County Council, and ratification by King County cities.

### **About the 2021 Update**

With the update to VISION 2050 and the approaching 2024 statutory update of comprehensive plans, King County jurisdictions updated the Countywide Planning Policies for the next decade. Recognizing the existing Countywide Planning Policies as a starting place for the update, the Growth Management Planning Council approved Guiding Principles to establish the context and parameters for the update. The Guiding Principles call for a limited scope to the update based on the following:

- 2012 Countywide Planning Policies
- Centering social equity and health
- Integrating regional policy and legislative changes
- Providing clear, concise, and actionable direction for comprehensive plans
- Implementing the Regional Growth Strategy with 2044 growth targets that form the land use basis for periodic comprehensive plan updates

### **Equity and Social Justice**

The GMPC approved the guiding principle of “centering social equity and health” in the Countywide Planning Policies. As noted in VISION 2050, historical land use and housing policies have played a role in creating and maintaining racial inequities. While some explicitly discriminatory laws have been overturned, their legacy and effects have remained, preventing Black, Indigenous, and other People of Color communities from sharing the recent prosperity of the county. Centering equity and health in the CPPs will continue through improvements to policies and resource allocation that explicitly counter and remedy disparities in determinants of equity and are informed by those most affected by these disparities. The policies’ collective vision for the county’s shared future will have a significant effect on local plans that shape how jurisdictions allocate public resources and set policy to achieve a future where everyone enjoys a safe and healthy place to live, work, and play.

### **King County Demographics and Geography**

King County is the most populous county in Washington State and the 13<sup>th</sup> most populous county in the nation. In 2021, King County is home to about 2.3 million people and 1.5 million jobs. King County’s population continues to diversify each year. In 2019, People of Color communities comprised 40 percent of the population, 23 percent of the population was born outside the United States, and 28 percent of people over age five spoke a language other than

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English at home. People under 18 comprise 20 percent of the population, while seniors over 65 comprise about 14 percent of the population.

King County's land area is 2,130 square miles and is characterized by cities large and small, by beautiful scenery and geographic variety, stretching from the Puget Sound in the west to the crest of the Cascade Mountains in the east. King County has a variety of working farms and forestlands, as well as a significant open space network.

## VISION AND FRAMEWORK

### Vision for King County 2050

It is the year 2050 and our county has changed significantly in the roughly 60 years that have elapsed since the first Countywide Planning Policies were adopted in 1992. In 2050,

- Communities across King County are welcoming places where every person can thrive.
- All residents have access to opportunity and displacement from development is lessened.
- The cities are vibrant and inviting hubs for people with a safe, affordable, and efficient transportation system that connects people to the places they want to go.
- Housing is characterized by a full range of options that are healthy, safe, affordable, and open to all.
- The county's critical areas are protected and have been restored.
- Open spaces are well distributed and inviting to all users.
- The Rural Area is viable and permanently protected with a clear boundary between urban and rural areas.
- The county boasts of bountiful agricultural areas and productive forest lands.
- The economy provides opportunities to everyone and includes Black, Indigenous, and other People of Color-owned businesses; immigrant- and women-owned businesses; locally owned businesses; and global corporations.

### Framework Policies

Unless otherwise noted, the Countywide Planning Policies apply to the Growth Management Planning Council, King County, and all cities within King County.

### Amendments

While much has been accomplished, the Countywide Planning Policies were never intended to be static and will require amendment over time to reflect changed conditions. While the formal policy development is done by the Growth Management Planning Council, ideas for new policies begin in a variety of areas including individual jurisdictions. Policy FW-1 below describes the process for amending the Countywide Planning Policies.

**FW-1** Maintain the currency of the Countywide Planning Policies through periodic review and amendment. Initiate and review all amendments at the Growth Management Planning Council through the process described below:

- a) Only the Growth Management Planning Council may propose amendments to the Countywide Planning Policies except for amendments to the Urban Growth Area that may also be proposed by King County in accordance with policies DP-16 through DP-18;

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- b) Growth Management Planning Council recommends amendments to the King County Council for consideration, possible revision, and approval; proposed revisions by the King County Council that are of a substantive nature may be sent to the Growth Management Planning Council for their consideration and revised recommendation based on the proposed revision;
- c) A majority vote of the King County Council both constitutes approval of the amendments and ratification on behalf of the residents of Unincorporated King County;
- d) After approval and ratification by the King County Council, amendments are forwarded to each city and town for ratification. Amendments cannot be modified during the city ratification process; and
- e) Amendments must be ratified within 90 days of King County approval and require affirmation by the county and cities and towns representing at least 70 percent of the county population and 30 percent of those jurisdictions. Ratification is either by an affirmative vote of the city's or town's council or by no action being taken within the ratification period.

***Monitoring***

Periodically evaluating the effectiveness of the Countywide Planning Policies is key to continuing their value to the region and local jurisdictions. In 1994 King County and cities established the current Benchmarks program to monitor and evaluate key regional indicators.

**FW-2** Monitor and benchmark the progress of the Countywide Planning Policies towards achieving the Regional Growth Strategy inclusive of the environment, development patterns, housing, the economy, transportation, and the provision of public services, as well as reducing disparities in equity and health outcomes for King County residents. Identify corrective actions to be taken if progress toward benchmarks is not being achieved.

***Investment***

Key to ensuring the success of the Countywide Planning Policies is investment in regional infrastructure and programs. Balancing the use of limited available funds between regional, countywide, and local needs is extremely complex.

**FW-3** Work collaboratively to identify and seek regional, state, and federal funding sources to invest in infrastructure, strategies, and programs to enable the full implementation of the Countywide Planning Policies. Balance needed regional investments with countywide and local needs when making funding determinations.

**FW-4** Support fiscal sustainability of Rural Areas. Rural Areas provide an overall benefit for all residents of King County and strategies to fund infrastructure and services in Rural Areas may be needed to support a defined rural level of service.

*2021 King County Countywide Planning Policies***Consistency**

The Countywide Planning Policies provide a common framework for local planning and each jurisdiction is required to update its comprehensive plan to be consistent with the Countywide Planning Policies. The full body of the Countywide Planning Policies is to be considered for decision-making within the context of each city's needs and situations.

**FW-5** Adopt comprehensive plans that are consistent with the Countywide Planning Policies as required by the Growth Management Act.

**Equity**

The Countywide Planning Policies coordinate planning for a more equitable future where all King County residents have access to housing, transportation, education, employment choices, and open space amenities regardless of their race, social, or economic status. Through their comprehensive plans, jurisdictions will create targeted policies and strategies unique to their local circumstances to achieve this goal.

**FW-6** Enable culturally and linguistically appropriate equitable access to programs and services and help connect residents to service options, particularly for those most disproportionately cost-burdened or historically excluded.

**FW-7** Develop and use an equity impact review tool when developing plans and policies to test for outcomes that might adversely impact Black, Indigenous, and other People of Color communities; immigrants and refugees; people with low incomes; people with disabilities; and communities with language access needs. Regularly assess the impact of policies and programs to identify actual outcomes and adapt as needed to achieve intended goals.

**FW-8** Involve community groups especially immigrant, Black, Indigenous, and other People of Color communities continuously in planning processes to promote civic engagement, government accountability, transparency, and personal agency.

## ENVIRONMENT

**Overarching Goal:** *The quality of the natural environment in King County is restored and protected for future generations.*

### Environmental Sustainability

Local governments have a key role in shaping sustainable communities by integrating sustainable development and business practices with ecological, social, and economic concerns. Local governments also play a pivotal role in ensuring environmental justice by addressing environmental impacts on frontline communities and by pursuing fairness in the application of policies and regulations.

**EN-1** Incorporate environmental protection and restoration efforts including climate action, mitigation, and resilience into local comprehensive plans to ensure that the quality of the natural environment and its contributions to human health and vitality is sustained now and for future generations.

**EN-2** Develop and implement environmental strategies using integrated and interdisciplinary approaches to environmental assessment and planning, in coordination with local jurisdictions, tribes, and other stakeholders.

**EN-3** Ensure public and private projects incorporate locally appropriate, low-impact development approaches developed using a watershed planning framework for managing stormwater, protecting water quality, minimizing flooding and erosion, protecting habitat, and reducing greenhouse gas emissions.

**EN-4** Encourage the transition to a sustainable energy future by reducing demand through efficiency and conservation, supporting the development of energy management technology, and meeting reduced needs from sustainable sources.

**EN-5** Ensure all residents of the region regardless of race, social, or economic status have a clean and healthy environment. Identify, mitigate, and correct for unavoidable negative impacts of public actions that disproportionately affect those frontline communities impacted by existing and historical racial, social, environmental, and economic inequities, and who have limited resources or capacity to adapt to a changing environment.

### Earth and Habitat

Healthy ecosystems and environments are vital to the sustainability of all plant and animal life, including humans. Protection of biodiversity in all its forms and across all landscapes is critical

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to continued prosperity and high quality of life in King County. The value of biodiversity to sustaining long-term productivity and both economic and ecological benefits is evident in fisheries, forestry, and agriculture. For ecosystems to be healthy and provide healthful benefits to people, local governments must prevent negative human impacts and work to ensure that this ecosystem remains diverse and productive over time. With the impending effects of climate change, maintaining biodiversity becomes even more critical to the preservation and resilience of resource-based activities and many social and ecological systems. Protection of individual species, including Chinook salmon, also plays an important role in sustaining biodiversity and quality of life within the county. Since 2000, local governments, citizens, tribes, conservation districts, non-profit groups, and federal and state fisheries managers have cooperated to develop and implement watershed-based salmon conservation plans, known as Water Resource Inventory Area plans, to conserve and restore habitat for Chinook salmon today and for future generations.

**EN-6** Locate development and supportive infrastructure in a manner that minimizes impacts to natural features. Promote the use of traditional and innovative environmentally sensitive development practices, including design, materials, construction, and ongoing maintenance.

**EN-7** Coordinate approaches and standards for defining and protecting critical areas, especially where such areas and impacts to them cross jurisdictional boundaries.

**EN-8** Use the best available science when establishing and implementing environmental standards.

**EN-9** Develop and implement an integrated and comprehensive approach to managing fish and wildlife habitat to accelerate ecosystem recovery, focusing on enhancing the habitat of salmonids, orca, and other threatened and endangered species and species of local importance.

**EN-10** Ensure that new development, open space protection efforts, and mitigation projects support the State's streamflow restoration law. Promote robust, healthy, and sustainable salmon populations and other ecosystem functions working closely within Water Resource Inventory Areas and utilizing adopted watershed plans.

**EN-11** Enhance the urban tree canopy to provide wildlife habitat, support community resilience, mitigate urban heat, manage stormwater, conserve energy, protect and improve mental and physical health, and strengthen economic prosperity. Prioritize places where Black, Indigenous, and other People of Color communities; low-income populations; and other frontline community members live, work, and play.

*2021 King County Countywide Planning Policies***Flood Hazards**

Flooding is a natural process that affects human communities and natural environments in King County. Managing floodplain development and conserving aquatic habitats are the main challenges for areas affected by flooding. The King County Flood Control District exists to protect public health and safety, regional economic centers, public and private property, and transportation corridors. Local governments also have responsibility for flood control within their boundaries.

**EN-12** Coordinate and fund holistic flood hazard management efforts through the King County Flood Control District.

**EN-13** Work cooperatively to meet regulatory standards for floodplain development as these standards are updated for consistency with relevant federal requirements including those related to the Endangered Species Act.

**EN-14** Cooperate with federal, state, and regional agencies and forums to develop and implement regional levee maintenance standards that ensure public safety and protect habitat.

**Water Resources**

The flow and quality of water are impacted by water withdrawals, land development, stormwater management, and climate change. Since surface and ground waters do not respect political boundaries, cross-jurisdictional coordination of water is required to ensure its functions and uses are protected and sustained. The Puget Sound Partnership was created by the Washington State Legislature as the state agency responsible for assuring the preservation and recovery of Puget Sound and the freshwater systems flowing into the Sound. King County plays a key role in these efforts because of its large population and its location in Central Puget Sound.

**EN-15** Encourage basin-wide approaches to wetland protection, emphasizing preservation and enhancement of the highest quality wetlands and wetland systems.

**EN-16** Collaborate with the Puget Sound Partnership to implement the Puget Sound Action Agenda and to coordinate land use and transportation plans and actions for the benefit of Puget Sound and its watersheds.

**EN-17** Manage natural drainage systems to improve water quality and habitat functions, minimize erosion and sedimentation, protect public health, reduce flood risks, and moderate peak stormwater runoff rates. Work cooperatively among local, regional, state, national, and



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tribal jurisdictions to establish, monitor, and enforce consistent standards for managing streams and wetlands throughout drainage basins.

**EN-18** Support and incentivize environmental stewardship on private and public lands to protect and enhance habitat, water quality, and other ecosystem services, including the protection of watersheds and wellhead areas that are sources of the region’s drinking water supplies.

**EN-19** Establish a multijurisdictional approach for funding and monitoring water quality, quantity, biological conditions, and outcome measures and for improving the efficiency and effectiveness of monitoring efforts.

## **Open Space**

**EN-20** Identify and preserve regionally significant open space networks in both Urban and Rural Areas through implementation of the Regional Open Space Conservation Plan. Develop strategies and funding to protect lands that provide the following valuable functions:

- a) Ecosystem linkages and migratory corridors crossing jurisdictional boundaries;
- b) Physical or visual separation delineating growth boundaries or providing buffers between incompatible uses;
- c) Active and passive outdoor recreation opportunities;
- d) Wildlife habitat and migration corridors that preserve and enhance ecosystem resiliency in the face of urbanization and climate change;
- e) Preservation of ecologically sensitive, scenic, or cultural resources;
- f) Urban green space, habitats, and ecosystems;
- g) Forest resources; and
- h) Food production potential.

**EN-21** Preserve and restore native vegetation and tree canopy, especially where it protects habitat and contributes to overall ecological function.

**EN-22** Provide parks, trails, and open space within walking distance of urban residents. Prioritize historically underserved communities for open space improvements and investments.

## **Restoration and Pollution**

**EN-23** Reduce the use of toxic pesticides, chemical fertilizers, and other products and promote alternatives that minimize risks to human health and the environment.

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**EN-24** Restore the region’s freshwater and marine shorelines, watersheds, estuaries, and other waterbodies to a natural condition for ecological function and value, where appropriate and feasible.

**EN-25** Prevent, mitigate, and remediate harmful environmental pollutants and hazards, including light, air, noise, soil, and structural hazards, where they have contributed to racialized health or environmental disparities, and increase environmental resiliency in frontline communities.

**EN-26** Adopt policies, regulations, and processes, related to new or existing fossil fuel facilities, which are designed to:

- a) Protect public health, safety, and welfare from all impacts of fossil fuel facilities;
- b) Mitigate and prepare for any impacts of fossil fuel facility disasters on all communities;
- c) Protect and preserve natural ecosystems from the construction and operational impacts of fossil fuel facilities;
- d) Manage impacts on public services and infrastructure in emergency management, resilience planning, and capital spending;
- e) Ensure comprehensive environmental review, and extensive community engagement, during initial siting, modifications, and on a periodic basis; and
- f) Reduce climate change impacts from fossil fuel facility construction and operations.

## **Climate Change**

Greenhouse gas emissions are resulting in a changing and increasingly variable climate. King County’s snow-fed water supply is especially vulnerable to a changing climate. Additionally, the patterns of storm events and river and stream flow patterns are changing and our shorelines are susceptible to rising sea levels. Carbon dioxide reacts with seawater and reduces the water’s pH, also threatening the food web in Puget Sound. While local governments can individually work to reduce greenhouse gas emissions, more significant emission reductions can only be accomplished through countywide coordination of land use patterns and promotion of transportation systems that provide practical alternatives to single-occupancy vehicles. Efficient energy consumption is both a mitigation and an adaptation strategy. Local governments can improve energy efficiency through the development of new infrastructure as well as the maintenance and updating of existing infrastructure.

**EN-27** Adopt and implement policies and programs to achieve a target of reducing countywide sources of greenhouse gas emissions, compared to a 2007 baseline, by 50% by 2030, 75% by 2040, and 95%, including net-zero emissions through carbon sequestration and other strategies, by 2050. Evaluate and update these targets over time in consideration of the latest international climate science and statewide targets aiming to limit the most severe impacts of climate change and keep global warming under 1.5 degrees Celsius.

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**EN-28** Plan for development patterns that minimize air pollution and greenhouse gas emissions, including:

- a) Directing growth to Urban Centers and other mixed-use or high-density locations that support mass transit, encourage non-motorized modes of travel, and reduce trip lengths;
- b) Facilitating modes of travel other than single-occupancy vehicles including transit, walking, bicycling, and carpooling;
- c) Incorporating energy-saving strategies in infrastructure planning and design;
- d) Encouraging interjurisdictional planning to ensure efficient use of transportation infrastructure and modes of travel;
- e) Encouraging new development to use low emission construction practices, low or zero net lifetime energy requirements, and green building techniques; and
- f) Reducing building energy use through green building methods in the retrofit of existing buildings.

**EN-29** King County shall assess and report countywide greenhouse gas emissions associated with resident, business, and local government buildings, vehicles, and solid waste at least every two years. King County shall update its comprehensive greenhouse gas emissions inventory that quantifies all direct local sources of greenhouse gas emissions as well as emissions associated with local consumption at least every five years. King County shall also develop city-specific emissions inventories and data, in partnership with cities.

**EN-30** Promote energy efficiency, conservation methods, sustainable energy sources, electrifying the transportation system, and limiting vehicle miles traveled to reduce air pollution, greenhouse gas emissions, and consumption of fossil fuels to support state, regional, and local climate change goals.

**EN-31** Address rising sea water by siting and planning for relocation of hazardous industries and essential public services away from the 500-year floodplain.

**EN-32** Protect and restore natural resources such as forests, farmland, wetlands, estuaries, and the urban tree canopy, which sequester and store carbon.

**EN-33** Support the production and storage of clean renewable energy.

## DEVELOPMENT PATTERNS

The policies in this chapter address the location, type, design, and intensity of land uses that are desired in King County and its cities. They guide implementation of the vision for physical development within the county. The policies also provide a framework for how to focus multimodal improvements to transportation, public services, the environment, and affordable housing, as well as how to incorporate concerns about climate change, social equity, and public health into planning for new growth. Development patterns policies are at the core of growth management efforts in King County. They further the goals of VISION 2050 and recognize the variety of local communities that will be taking action to achieve those goals.

***Overarching Goal:*** *Growth in King County occurs in a compact, centers-focused pattern that uses land and infrastructure efficiently, connects people to opportunity, and protects Rural and Natural Resource Lands.*

The Countywide Planning Policies designate land as Urban, Rural, or Natural Resource. The Generalized Land Use Categories Map in Appendix 1 shows the Urban Growth Area boundary and Urban, Rural, and Natural Resource Lands within King County. Further sections of this chapter provide more detailed descriptions and guidance for planning within each of the three designations.

**DP-1** Designate all lands within King County as one of the following. In each of these designations, critical areas may exist and these are to be conserved through regulations, incentives, and programs.

- a) Urban land within the Urban Growth Area, where new growth is focused and accommodated;
- b) Rural land, where farming, forestry, and other resource uses are protected, and very low-density residential uses and small-scale non-residential uses are allowed; or
- c) Natural Resource land, where permanent regionally significant agricultural, forestry, and mining lands are preserved.

### Urban Growth Area

The Urban Growth Area encompasses all urban designated lands within King County. These lands include all cities as well as a portion of unincorporated King County. Consistent with the Growth Management Act and VISION 2050, urban lands are intended to be the focus of future growth that is compact, includes a mix of uses, and is well-served by public infrastructure.

The pattern of growth within the Urban Growth Area implements the Regional Growth Strategy through the allocation of targets to local jurisdictions. The targets create an obligation to plan

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and provide zoning for future potential growth, but do not obligate a jurisdiction to guarantee that a given number of housing units will be built or jobs added during the planning period.

Several additional elements in the Development Patterns chapter reinforce the vision and targeted growth pattern for the Urban Growth Area. Procedures and criteria for amending the Urban Growth Area boundary address a range of objectives and ensure that changes balance the needs for land to accommodate growth with the overarching goal of preventing sprawl within the county. A review and evaluation program provides feedback for the county and cities on the effectiveness of their efforts to accommodate and achieve the desired land use pattern. Joint planning facilitates the transition of governance of the Urban Growth Area from the county to cities, consistent with the Growth Management Act, and helps ensure equitable governance and service provision.

Urban form and development within the Urban Growth Area are important settings to provide people with access to jobs and housing, choices to engage in more physical activity, eat healthy food, and minimize exposure to harmful environments and substances. Access to sidewalks and pathways, healthy food, and open space is not shared equally across the urban area. Historical underinvestment in neighborhoods where Black, Indigenous, and other People of Color communities have been concentrated and exclusion of these communities from high-opportunity areas persists today. The stability and sustainability of the Urban Growth Area depend on fostering development patterns that provide access to opportunity for all.

***Goal Statement:*** *The Urban Growth Area boundary is stable and capacity within it shall increase over time to accommodate growth consistent with the Regional Growth Strategy and growth targets through land use patterns and practices that create vibrant, equitable, and sustainable communities.*

### **Urban Lands**

**DP-2** Prioritize housing and employment growth in cities and centers within the Urban Growth Area, where residents and workers have higher access to opportunity and high-capacity transit. Promote a pattern of compact development within the Urban Growth Area that includes housing at a range of urban densities, commercial and industrial development, and other urban facilities, including medical, governmental, institutional, and educational uses and schools, and parks and open space. The Urban Growth Area will include a mix of uses that are convenient to and support public transportation to reduce reliance on single-occupancy vehicle travel for most daily activities.

**DP-3** Develop and use residential, commercial, and manufacturing land efficiently in the Urban Growth Area to create healthy, vibrant, and equitable urban communities with a full range of urban services, and to protect the long-term viability of the Rural Area and Natural Resource

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Lands. Promote the efficient use of land within the Urban Growth Area by using methods such as:

- a) Directing concentrations of housing and employment growth to high opportunity areas like designated centers and transit station areas, consistent with the numeric goals in the Regional Growth Strategy;
- b) Encouraging compact and infill development with a mix of compatible residential, commercial, and community activities;
- c) Providing opportunities for greater housing growth closer to areas of high employment to reduce commute times;
- d) Optimizing the use of existing capacity for housing and employment;
- e) Redeveloping underutilized lands, in a manner that considers equity and mitigates displacement; and
- f) Coordinating plans for land use, transportation, schools, capital facilities and services.

**DP-4** Focus housing growth in the Urban Growth Area within cities, designated regional centers, countywide centers, locally designated local centers, areas of high employment, and other transit supported areas to promote access to opportunity. Focus employment growth within designated regional and countywide manufacturing/industrial centers and within locally designated local centers.

**DP-5** Reduce greenhouse gas emissions through land use strategies that promote a mix of housing, employment, and services at densities sufficient to encourage walking, bicycling, transit use, and other alternatives to auto travel, and by locating housing closer to areas of high employment.

**DP-6** Adopt land use and community investment strategies that promote public health and address racially and environmentally disparate health outcomes and promote access to opportunity. Focus on residents with the highest needs in providing and enhancing opportunities for employment, safe and convenient daily physical activity, social connectivity, protection from exposure to harmful substances and environments, and housing in high opportunity areas.

**DP-7** Plan for street networks that provide a high degree of connectivity to encourage walking, bicycling, transit use, and safe and healthy routes to and from public schools.

**DP-8** Increase access to healthy and culturally relevant food in communities throughout the Urban Growth Area by encouraging the location of healthy food purveyors, such as grocery stores, farmers markets, urban agriculture programs, and community food gardens in proximity to residential uses and transit facilities, particularly in those areas with limited access to healthy food.

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**DP-9** Designate Urban Separators as permanent low-density incorporated and unincorporated areas within the Urban Growth Area. Urban Separators are intended to protect Natural Resource Lands, the Rural Area, and environmentally sensitive areas, and create open space and wildlife corridors within and between communities while also providing public health, environmental, visual, and recreational benefits. Changes to Urban Separators are made pursuant to the Countywide Planning Policies amendment process described in policy FW-1. Designated Urban Separators within cities and unincorporated areas are shown in the Urban Separators Map in Appendix 3.

**DP-10** No new Fully Contained Communities shall be approved in unincorporated King County.

**DP-11** When large mixed-use developments are proposed adjacent to the Rural Area, permitting cities shall collaborate with King County during the review process to avoid and mitigate impacts on the surrounding Rural Area and Natural Resource Lands.

### ***Growth Targets***

Under the Growth Management Act, King County, in coordination with the cities in King County, adopts growth targets for the ensuing 20-year planning period. Growth targets are policy statements about the amount of housing and employment growth each jurisdiction is planning to accommodate within its comprehensive plan. Growth targets are adopted for each jurisdiction and unincorporated urban King County in the Countywide Planning Policies. Growth targets for the cities in the rural area include the incorporated area and the associated Potential Annexation Area, as shown in the map in Appendix 2.

**DP-12** GMPC shall allocate residential and employment growth to each city and urban unincorporated area in the county. This allocation is predicated on:

- a) Accommodating the most recent 20-year population projection from the state Office of Financial Management and the most recent 20-year regional employment forecast from the Puget Sound Regional Council, informed by the 20-year projection of housing units from the state Department of Commerce;
- b) Planning for a pattern of growth that is consistent with the Regional Growth Strategy including focused growth within cities and Potential Annexation Areas with designated centers and within high-capacity transit station areas, limited development in the Rural Area, and protection of designated Natural Resource Lands;
- c) Efficiently using existing zoned and future planned development capacity as well as the capacity of existing and planned infrastructure, including sewer, water, and stormwater systems;
- d) Promoting a land use pattern that can be served by a connected network of public transportation services and facilities and pedestrian and bicycle infrastructure and amenities;

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- e) Improving jobs/housing balance consistent with the Regional Growth Strategy, both between counties in the region and within subareas in the county;
- f) Promoting opportunities for housing and employment throughout the Urban Growth Area and within all jurisdictions in a manner that ensures racial and social equity;
- g) Allocating growth to Potential Annexation Areas within the urban unincorporated area proportionate to their share of unincorporated capacity for housing and employment growth.

### **DP-13** The Growth Management Planning Council shall:

- a) Update housing and employment targets periodically to provide jurisdictions with up-to-date growth allocations to be used as the land use assumption in state-mandated comprehensive plan updates;
- b) Adopt housing and employment growth targets in the Countywide Planning Policies pursuant to the procedure described in policy FW-1;
- c) Create a coordinated countywide process to reconcile and set growth targets that implements the Regional Growth Strategy through countywide shares of regional housing and jobs, allocations to Regional Geographies, and individual jurisdictional growth targets;
- d) Ensure that each jurisdiction's growth targets are commensurate with their role in the Regional Growth Strategy by establishing a set of objective criteria and principles to guide how jurisdictional targets are determined;
- e) Ensure that each jurisdiction's growth targets allow it to meet the need for affordable housing for households with low-, very low-, and extremely low-incomes; and
- f) Adjust targets administratively upon annexation of unincorporated Potential Annexation Areas by cities. Growth targets for the planning period are shown in Table DP-1.

### **DP-14** All jurisdictions shall accommodate housing and employment by:

- a) Using the adopted growth targets as the land use assumption for their comprehensive plan;
- b) Establishing local growth targets for regional growth centers and regional manufacturing/industrial centers, where applicable;
- c) Ensuring adopted comprehensive plans and zoning regulations provide capacity for residential, commercial, and industrial uses that is sufficient to meet 20-year growth targets and is consistent with the desired growth pattern described in VISION 2050;
- d) Ensuring adopted local water, sewer, transportation, utility, and other infrastructure plans and investments, including special purpose district plans, are consistent in location and timing with adopted targets as well as regional and countywide plans; and
- e) Transferring an accommodating unincorporated area housing and employment targets as annexations occur



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<b>Table DP-1: King County Jurisdiction Growth Targets 2019-2044</b>			
Net New Units and Jobs			
Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Metro Cities	Bellevue	35,000	70,000
	Seattle	112,000	169,500
<b>Metropolitan Cities Subtotal</b>		<b>147,000</b>	<b>239,500</b>
Core Cities	Auburn	12,000	19,520
	Bothell	5,800	9,500
	Burien	7,500	4,770
	Federal Way	11,260	20,460
	Issaquah	3,500	7,950
	Kent	10,200	32,000
	Kirkland	13,200	26,490
	Redmond	20,000	24,000
	Renton	17,000	31,780
	SeaTac	5,900	14,810
	Tukwila	6,500	15,890
<b>Core Cities Subtotal</b>		<b>112,860</b>	<b>207,170</b>
High Capacity Transit Communities	Des Moines	3,800	2,380
	Federal Way PAA	1,020	720
	Kenmore	3,070	3,200
	Lake Forest Park	870	550
	Mercer Island	1,239	1,300
	Newcastle	1,480	500
	North Highline PAA	1,420	1,220
	Renton PAA - East Renton	170	0
	Renton PAA - Fairwood	840	100
	Renton PAA - Skyway/West Hill	670	600
	Shoreline	13,330	10,000
	Woodinville	2,033	5,000
<b>High Capacity Transit Communities Subtotal</b>		<b>29,942</b>	<b>25,570</b>
<b>Table DP-1: King County Jurisdiction Growth Targets 2019-2044</b>			
Net New Units and Jobs			

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Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Cities and Towns	Algona	170	325
	Beaux Arts	1	0
	Black Diamond	2,900	680
	Carnation	799	450
	Clyde Hill	10	10
	Covington	4,310	4,496
	Duvall	890	990
	Enumclaw	1,057	989
	Hunts Point	1	0
	Maple Valley	1,720	1,570
	Medina	19	0
	Milton	50	900
	Normandy Park	153	35
	North Bend	1,748	2,218
	Pacific	135	75
	Sammamish	*	*
	Skykomish	10	0
	Snoqualmie	1,500	4,425
	Yarrow Point	10	0
<b>Cities and Towns Subtotal</b>		<b>15,483</b>	<b>17,163</b>
Urban Unincorporated	Auburn PAA	12	0
	Bellevue PAA	17	0
	Black Diamond PAA	328	0
	Issaquah PAA	35	0
	Kent PAA	3	300
	Newcastle PAA	1	0
	Pacific PAA	134	0
	Redmond PAA	120	0
	Sammamish PAA	194	0
	Unaffiliated Urban Unincorporated	448	400
<b>Urban Unincorporated Subtotal</b>		<b>1,292</b>	<b>700</b>
<b>Urban Growth Area Total</b>		<b>306,577</b>	<b>490,103</b>

\* Growth Management Planning Council (GMPC) Motion 21-4 established a process to revise the 2019-2044 growth targets for the City of Sammamish to reflect updated sewer capacity.

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Sammamish shall submit final growth targets to the GMPC by June 1, 2021 for action by the GMPC and recommendation to the King County Council.

**Amendments to the Urban Growth Area**

The following policies guide the decision-making process by both the GMPC and King County regarding proposals to amend the Urban Growth Area.

**DP-15** Review the Urban Growth Area at least every ten years. In this review consider monitoring reports and other available data. As a result of this review and based on the criteria established in policies DP-16 through DP-19, King County may propose and then the Growth Management Planning Council may recommend amendments to the Countywide Planning Policies and King County Comprehensive Plan that make changes to the Urban Growth Area boundary.

**DP-16** Allow amendment of the Urban Growth Area only when the following steps have been satisfied:

- a) The proposed amendment is under review by the County as part of an amendment process of the King County Comprehensive Plan;
- b) King County submits the proposal to the Growth Management Planning Council for the purposes of review and recommendation to the King County Council on the proposed amendment to the Urban Growth Area;
- c) The King County Council approves or denies the proposed amendment; and
- d) If approved by the King County Council, the proposed amendment is ratified by the cities following the procedures set forth in policy FW-1.

**DP-17** Allow expansion of the Urban Growth Area only if at least one of the following criteria is met:

- a) A countywide analysis determines that the current Urban Growth Area is insufficient in size and additional land is needed to accommodate the housing and employment growth targets, including institutional and other non-residential uses, and there are no other reasonable measures, such as increasing density or rezoning existing urban land, that would avoid the need to expand the Urban Growth Area; or
- b) A proposed expansion of the Urban Growth Area is accompanied by dedication of permanent open space to the King County Open Space System, where the acreage of the proposed open space:
  - 1) Is at least four times the acreage of the land added to the Urban Growth Area;
  - 2) Is contiguous with the Urban Growth Area with at least a portion of the dedicated open space surrounding the proposed Urban Growth Area expansion; and
  - 3) Preserves high quality habitat, critical areas, or unique features that contribute to the band of permanent open space along the edge of the Urban Growth Area; or

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- c) The area is currently a King County park being transferred to a city to be maintained as a park in perpetuity or is park land that has been owned by a city since 1994 and is less than thirty acres in size.

**DP-18** Add land to the Urban Growth Area only if expansion of the Urban Growth Area is warranted based on the criteria in DP-17(a) or DP-17(b), and it meets all of the following criteria:

- a) Is adjacent to the existing Urban Growth Area;
- b) For expansions based on DP-17(a) only, is no larger than necessary to promote compact development that accommodates anticipated growth needs;
- c) Can be efficiently provided with urban services and does not require supportive facilities located in the Rural Area;
- d) Follows topographical features that form natural boundaries, such as rivers and ridge lines and does not extend beyond natural boundaries, such as watersheds, that impede the provision of urban services;
- e) Is not currently designated as Resource Land;
- f) Is sufficiently free of environmental constraints to be able to support urban development without significant adverse environmental impacts, unless the area is designated as an Urban Separator by interlocal agreement between King County and the annexing city; and
- g) Is subject to an agreement between King County and the city or town adjacent to the area that the area will be added to the city's Potential Annexation Area. Upon ratification of the amendment, the Countywide Planning Policies will reflect both the Urban Growth Area change and Potential Annexation Area change.

**DP-19** Allow redesignation of Urban land currently within the Urban Growth Area to Rural land outside of the Urban Growth Area if the land is not needed to accommodate projected urban growth, is not served by public sewers, is contiguous with the Rural Area, and:

- a) Is not characterized by urban development;
- b) Is currently developed with a low-density lot pattern that cannot be realistically redeveloped at an urban density; or
- c) Is characterized by environmentally sensitive areas making it inappropriate for higher density development.

### ***Review and Evaluation Program***

The following policies guide the buildable lands program conducted by the GMPC and King County.

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**DP-20** Conduct a buildable lands program that meets or exceeds the review and evaluation requirements of the Growth Management Act. The purposes of the buildable lands program are:

- a) To collect and analyze data on development activity, including land supply, zoning, development standards, land uses, critical areas, and capacity for residential, commercial, and industrial land uses in urban areas;
- b) To determine whether jurisdictions are achieving urban densities and planned growth consistent with comprehensive plans, countywide planning policies, and multicounty planning policies; and
- c) To evaluate the sufficiency of land capacity to accommodate growth for the remainder of the planning period.

**DP-21** The County and the cities, through the Growth Management Planning Council, will collaboratively determine whether reasonable measures other than amending the Urban Growth Area are necessary to ensure sufficient additional capacity if a countywide urban growth capacity report, informed by local data and analysis where appropriate, determines that:

- a) The current Urban Growth Area is insufficient in capacity to accommodate the housing and employment growth targets; or
- b) Any jurisdiction:
  - 1) Contains insufficient capacity to accommodate the housing and employment growth targets;
  - 2) Has significant differences between development assumptions and growth targets and actual housing and employment growth; or
  - 3) Has not achieved urban densities consistent with the adopted comprehensive plan.

**DP-22** Jurisdictions shall adopt any necessary reasonable measures into their comprehensive plans to promote growth consistent with planned urban densities and adopted housing and employment targets. Reasonable measures should help implement local targets in a manner consistent with the Regional Growth Strategy. Jurisdictions shall report adopted reasonable measures to the GMPC and shall collaborate to provide data periodically on the effectiveness of those measures.

### ***Joint Planning and Annexation***

**DP-23** Coordinate the preparation of comprehensive plans with adjacent and other affected jurisdictions, military facilities, tribal governments, ports, airports, and other related entities to avoid or mitigate the potential cross-border impacts of urban development and encroachment of incompatible uses.

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**DP-24** Designate Potential Annexation Areas in city comprehensive plans and adopt them in the Countywide Planning Policies. Affiliate all Potential Annexation Areas with adjacent cities to ensure they do not overlap or leave urban unincorporated islands between cities. Except for parcel or block-level annexations that facilitate service provision, commercial areas and residential areas shall be annexed holistically rather than in a manner that leaves residential urban unincorporated islands. Annexation is preferred over incorporation.

**DP-25** Cities and the County shall work to establish timeframes for annexation of roadways and shared streets within or between cities, but still under King County jurisdiction.

**DP-26** Facilitate the annexation of unincorporated areas that are already urbanized and are within a city's Potential Annexation Area to increase the provision of urban services to those areas. Utilize tools and strategies such as service and infrastructure financing, transferring permitting authority, or identifying appropriate funding sources to address infrastructure and service provision issues in Potential Annexation Areas.

**DP-27** Cities with Potential Annexation Areas and the County shall work to establish pre-annexation agreements that identify mutual interests and ensure coordinated planning and compatible development until annexation is feasible.

**DP-28** Allow cities to annex territory only within their designated Potential Annexation Area as shown in the Potential Annexation Areas Map in Appendix 2. Phase annexations to coincide with the ability of cities or existing special purpose districts to coordinate the provision of a full range of urban services to areas to be annexed.

- a) For areas that have received approval for annexation from the King County Boundary Review Board, the City shall include a process that includes collaboration with King County for annexation in the next statutory update of their comprehensive plan.
- b) Jurisdictions may negotiate with one another regarding changing boundaries or affiliations of Potential Annexation Areas and may propose such changes to GMPC as an amendment to Appendix 2. In proposing any new or revised PAA boundaries or city affiliation, jurisdictions should consider the criteria in DP-30. In order to ensure that any changes can be included in local comprehensive plans, any proposals resulting from such negotiation shall be brought to GMPC for action no later than two years prior to the statutory deadline for the major plan update.

**DP-29** Strive to establish alternative non-overlapping Potential Annexation Area boundaries within the North Highline unincorporated area, where Potential Annexation Areas overlapped prior to January 1, 2009, through a process of negotiation. Absent a negotiated resolution, a city may file a Notice of Intent to Annex with the Boundary Review Board for King County for territory within its designated portion of a Potential Annexation Area overlap as shown in the

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Potential Annexation Areas Map in Appendix 2 and detailed in the city's comprehensive plan after the following steps have been taken:

- a) The city proposing annexation has, at least 30 days prior to filing a Notice of Intent to annex with the Boundary Review Board, contacted in writing the cities with the PAA overlap and the county to provide notification of the city's intent to annex and to request a meeting or formal mediation to discuss boundary alternatives, and;
- b) The cities with the Potential Annexation Area overlap and the county have either:
  - 1) Agreed to meet but failed to develop a negotiated settlement to the overlap within 60 days of receipt of the notice, or
  - 2) Declined to meet or failed to respond in writing within 30 days of receipt of the notice.

**DP-30** Evaluate proposals to annex or incorporate urban unincorporated land based on the following criteria, as applicable:

- a) Conformance with Countywide Planning Policies including the Urban Growth Area boundary;
- b) The ability of the annexing or incorporating jurisdiction to efficiently provide urban services at standards equal to or better than the current service providers;
- c) The effect of the annexation or incorporation in avoiding or creating unincorporated islands of development;
- d) The ability of the annexing or incorporating jurisdiction to serve the area in a manner that addresses racial and social equity and promotes access to opportunity; and
- e) Outreach to community, the interest of the community in moving forward with a timely annexation or incorporation of the area.

## **Centers and Station Areas**

A centers strategy is the foundation for King County to achieve the Regional Growth Strategy as well as a range of other objectives, including providing a land use framework for an efficient and effective regional transit system, and guiding growth to locations planned for greater access to opportunity. Regionally designated centers, countywide centers, local centers, and the areas surrounding high-capacity transit stations provide areas of mixed-use zoning, infrastructure, and concentrations of services and amenities to accommodate both housing and employment growth.

Regionally designated centers include regional growth centers and regional manufacturing/industrial centers. There are two types of regional growth centers - metro growth centers and urban growth centers - and two types of regional manufacturing/industrial centers - industrial employment and industrial growth centers. Regional growth centers are focal points for investment and development. Manufacturing/industrial centers preserve lands

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for middle-wage jobs in basic industries and trade and provide areas where that employment may grow in the future.

Countywide growth centers serve important roles as places for concentrating jobs, housing, shopping, and recreational opportunities. These are often smaller downtowns, high-capacity transit station areas, or neighborhood centers that are linked by transit, provide a mix of housing and services, and serve as focal points for local and county investment. Countywide industrial centers serve as important local industrial areas. These areas support living wage jobs and serve a key role in King County's manufacturing/industrial economy.

The King County Centers Designation Framework in Appendix 6 provides designation processes and timelines, minimum existing and planned density thresholds, and subarea planning expectations for regional and countywide centers. Regionally designated centers are shown on the Generalized Land Use Categories Map in Appendix 1.

**Goal Statement:** *King County grows in a manner that reinforces and expands upon a system of existing and planned high-capacity transit in central places within which concentrated residential communities and economic activities can flourish.*

### **Regional Growth Centers**

**DP-31** Focus housing and employment growth into designated regional growth centers, at levels consistent with the Regional Growth Strategy, and at densities that maximize high-capacity transit.

**DP-32** Designate regional growth centers in the Countywide Planning Policies where city-nominated locations meet the criteria in the King County Centers Designation Framework, as adopted in Appendix 6. Regional growth centers should be limited in number and located on existing or planned high-capacity transit corridors to provide a framework for targeted private and public investments that support regional land use and transportation goals.

**DP-33** Establish subarea plans for designated regional and countywide centers that meet the criteria in the King County Centers Designation Framework, as adopted in Appendix 6.

**DP-34** Evaluate the potential physical, economic, and cultural displacement of residents and businesses in regional growth centers and high-capacity transit station areas, particularly for Black, Indigenous, and other People of Color communities; immigrants and refugees, low-income populations; disabled communities; and other communities at greatest risk of displacement. Use a range of strategies to mitigate identified displacement impacts.



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**DP-35** Designate and accommodate industrial employment growth in a network of regional and countywide industrial centers to support economic development and middle-wage jobs in King County. Designate these centers based on nominations from cities and after determining that:

- a) The nominated locations meet the criteria set forth in the King County Centers Designation Framework and the criteria established by the Puget Sound Regional Council for regional manufacturing/industrial centers;
- b) The proposed center's location will promote a countywide system of manufacturing/industrial centers with the total number of centers representing a realistic growth strategy for the county; and
- c) The city's commitments will help ensure the success of the center.

**DP-36** Minimize or mitigate potential health impacts of the activities in manufacturing/industrial centers on residential communities, schools, open space, and other public facilities.

***Countywide and Local Centers***

**DP-37** Designate countywide centers in the Countywide Planning Policies where locations meet the criteria in the King County Centers Designation Framework, as adopted in Appendix 6. Countywide centers shall have zoned densities that support high-capacity transit and be located on existing or planned transit corridors.

**DP-38** Support the designation of local centers, such as city or neighborhood centers, transit station areas, or other activity nodes, where housing, employment, and services are accommodated in a compact form and at sufficient densities to support transit service and to make efficient use of urban land.

**DP-39** Evaluate the potential physical, economic, and cultural displacement of residents and businesses in countywide and local centers, particularly for Black, Indigenous, and other People of Color communities; immigrants and refugees, low-income populations; disabled communities; and other communities at greatest risk of displacement. Use a range of strategies to mitigate identified displacement impacts.

**Urban Design and Historic Preservation**

The countywide vision includes elements of urban design and form intended to integrate urban development into existing built and natural environments in ways that enhance urban and natural settings to create vibrant places. These elements promote public health, include high

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quality design, context sensitive infill and redevelopment, historic preservation, and cultural awareness, as well as the interdependence of urban and rural and agricultural lands and uses.

**Goal statement:** *The built environment in both urban and rural settings achieves high quality design that recognizes and enhances, where appropriate, existing natural and urban settings and human health and dignity.*

**DP-40** Plan for neighborhoods or subareas to encourage infill and redevelopment, reuse of existing buildings and underutilized lands, and provision of adequate public spaces, in a manner that enhances public health, existing community character, and mix of uses. Neighborhood and subarea planning should include equitable engagement with Black, Indigenous, and other People of Color communities; immigrants and refugees; people with low-incomes; people with disabilities; and communities with language access needs.

**DP-41** Promote a high quality of design and site planning throughout the Urban Growth Area. Provide for connectivity in the street network to accommodate walking, bicycling, and transit use to promote health and well-being.

**DP-42** Preserve significant historic, visual, archeological, cultural, architectural, artistic, and environmental features, especially where growth could place these resources at risk. Support cultural resources and institutions that reflect the diversity of the community. Where appropriate, designate individual features or areas for protection or restoration. Encourage land use patterns and adopt regulations that protect historic resources and sustain historic community character while allowing for equitable growth and development.

**DP-43** Create and protect systems of green infrastructure, such as urban forests, parks, green roofs, and natural drainage systems, in order to reduce climate-altering pollution and increase resilience of communities to climate change impacts. Prioritize neighborhoods with historical underinvestment in green infrastructure.

**DP-44** Design communities, neighborhoods, and individual developments using techniques that reduce heat absorption, particularly in regional and countywide centers and residential neighborhoods with less tree canopy and open spaces.

**DP-45** Adopt flexible design standards, parking requirements, incentives, or guidelines that foster green building, multimodal transportation, and infill development that enhances the existing or desired urban character of a neighborhood/community. Ensure adequate code enforcement so that flexible regulations are appropriately implemented.

## Rural Area and Natural Resource Lands

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The Rural Area and Natural Resource Lands encompass all areas outside of the Urban Growth Area and include Vashon Island in Puget Sound and the area just east of the Urban Growth Area all the way to the crest of the Cascade Mountains.

### **Rural Area**

The Rural Area is characterized by low density development with a focus on activities that are dependent on the land such as small-scale farming and forestry. The Rural Area also provides important environmental and habitat functions and is critical for salmon recovery. The location of the Rural Area, between the Urban Growth Area and designated Natural Resource Lands, helps to protect commercial agriculture and timber from incompatible uses. The Rural Area, outside of the Cities in the Rural Area, is to remain in unincorporated King County and is to be provided with a rural level of service.

**Goal Statement:** *The Rural Area geography is stable and the level and pattern of growth within it provide for a variety of landscapes and open space lands, maintains diverse low-density communities, and supports rural economic activities based on sustainable stewardship of the land.*

**DP-46** Provide opportunities for residential and employment growth within Cities in the Rural Area at levels consistent with adopted growth targets. Growth levels should not create pressure for conversion of nearby Rural or Natural Resource lands, nor pressure for extending or expanding urban services, infrastructure, and facilities such as roads or sewer across or into the Rural Area. Transit service may cross non-urban lands to serve Cities in the Rural Area.

**DP-47** Limit growth in the Rural Area to prevent sprawl and the overburdening of rural services, minimize the need for new rural infrastructure, maintain rural character, and protect open spaces and the natural environment.

**DP-48** Limit residential development in the Rural Area to housing at low densities that are compatible with rural character and comply with the following density guidelines:

- a) One home per 20 acres where a pattern of large lots exists and to buffer Forest Protection Districts and Agricultural Districts;
- b) One home per 10 acres where the predominant lot size is less than 20 acres; or
- c) One home per five acres where the predominant lot size is less than 10 acres.

Allow limited clustering within development sites to prevent development on environmentally critical lands or on productive forest or agricultural lands, but not to exceed the density guidelines cited in (a) through (c).

**DP-49** Limit the extension of urban infrastructure improvements through the Rural Area to only cases where it is necessary to serve the Urban Growth Area and where there are no other

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feasible alignments. Such limited extensions may be considered only if land use controls are in place to restrict uses appropriate for the Rural Area and only if access management controls are in place to prohibit tie-ins to the extended facilities.

**DP-50** Establish rural development standards and strategies to ensure all development protects the natural environment, including farmlands and forest lands, by using seasonal and maximum clearing limits for vegetation, limits on the amount of impervious surface, surface water management standards that preserve natural drainage systems, water quality and groundwater recharge, and best management practices for resource-based activities.

**DP-51** Mitigate negative impacts of industrial-scale development that occurs within the Rural Area.

**DP-52** Except as provided in Appendix 5 (March 31, 2012 School Siting Task Force Report), limit new nonresidential uses located in the Rural Area to those that are demonstrated to serve the Rural Area, unless the use is dependent upon a rural location. Such uses shall be of a size, scale, and nature that is consistent with rural character.

**DP-53** Allow cities that own property in the Rural Area to enter into interlocal agreements with King County to allow the cities to provide services to the properties they own as long as the cities agree to not annex the property or serve it with sewers or any infrastructure at an urban level of service. The use of the property must be consistent with the Rural Area policies in the Countywide Planning Policies and the King County Comprehensive Plan.

### ***Natural Resource Lands***

Natural Resource Lands are designated areas with long-term commercial significance for agriculture, forestry, and mining. The use and designation of these lands are to be permanent, in accordance with the Growth Management Act. King County has maintained this base of agriculture and forest lands despite the rapid growth of the previous decades. The Natural Resource Lands are to remain in unincorporated King County but their benefit and significance is felt throughout the county into the cities. Within cities, farmers markets are becoming important and sought-after neighborhood amenities.

The forests of the Pacific Northwest are some of the most productive in the world and King County has retained two-thirds of the county in forest cover. Large scale forestry is a traditional land use in the eastern half of King County and remains a significant contributor to the rural economy. In addition, forests provide exceptional recreational opportunities, including downhill and cross-country skiing, mountain biking, hiking, and backpacking.

**Goal Statement:** *Natural Resource Lands are valuable long-term assets of King County and are renowned for their productivity and sustainable management.*

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**DP-54** Promote and support forestry, agriculture, mineral extraction, and other resource-based industries outside of the Urban Growth Area as part of a diverse and sustainable regional economy. Avoid redesignating Natural Resource Lands to Rural.

**DP-55** Conserve commercial agricultural and forestry resource lands primarily for their long-term productive resource value and for the open space, scenic views, wildlife habitat, and critical area protection they provide. Limit the subdivision of land so that parcels remain large enough for commercial resource production.

**DP-56** Encourage best practices in agriculture and forestry operations for long-term protection of the natural resources and habitat.

**DP-57** Prohibit annexation of lands within designated Agricultural Production Districts or within Forest Production Districts by cities.

**DP-58** Retain the Lower Green River Agricultural Production District as a regionally designated resource that is to remain in unincorporated King County.

**DP-59** Prevent incompatible land uses adjacent to designated Natural Resource Lands to avoid interference with their continued use for the production of agricultural, mining, or forest products.

**DP-60** Support agricultural, farmland, and aquatic uses that enhance the food system, and promote local production and processing of food to reduce the need for long distance transport and to increase the reliability and security of local food. Promote activities and infrastructure, such as farmers markets, farm worker housing and agricultural processing facilities, that benefit both cities and farms by improving access to locally grown agricultural products.

**DP-61** Support institutional procurement policies that encourage purchases of locally grown food products.

**DP-62** Ensure that extractive industries and industrial-scale operations on resource lands maintain environmental quality, minimize negative impacts on adjacent lands, and that an appropriate level of reclamation occurs prior to redesignation.

**DP-63** Use a range of tools, including land use designations, development regulations, level-of-service standards, and transfer or purchase of development rights to preserve Rural and Natural Resource Lands and focus urban development within the Urban Growth Area.

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**DP-64** Use transfer of development rights to shift potential development from the Rural Area and Natural Resource Lands into the Urban Growth Area, consistent with the Regional Growth Strategy. Implement transfer of development rights within King County through a partnership between the County and cities that is designed to:

- a) Identify rural and resource sending sites that satisfy countywide conservation goals and are consistent with regionally coordinated transfer of development rights efforts;
- b) Preserve rural and resource lands of compelling interest countywide and to participating cities;
- c) Identify appropriate transfer of development rights receiving areas within cities;
- d) Identify incentives for city participation in regional transfer of development rights (i.e. county-to-city transfer of development rights);
- e) Develop interlocal agreements that allow rural and resource land development rights to be used in city receiving areas;
- f) Identify and secure opportunities to fund or finance infrastructure within city transfer of development rights receiving areas; and
- g) Be compatible with existing within-city transfer of development rights programs.

## **HOUSING**

The Countywide Planning Policies in the Housing Chapter support a range of affordable, accessible, and healthy housing choices for current and future residents. Further, they respond to the legacy of discriminatory housing and land use policies and practices (e.g. redlining, racially restrictive covenants, exclusionary zoning, etc.) that have led to significant racial and economic disparities in access to housing and neighborhoods of choice. These disparities affect equitable access to well-funded schools, healthy environments, open space, and employment.

The policies reflect the region’s commitment to addressing the 2018 findings of the Regional Affordable Housing Task Force (Task Force). Key findings include:

- Dramatic housing price increases between 2012 and 2017 resulted in an estimated 156,000 extremely low-, very low-, and low-income households spending more than 30 percent of their income on housing (housing cost burdened); and
- Black, Hispanic, Indigenous, and extremely low-income households are among those most disproportionately impacted by housing cost burden.

While significant housing market activity is needed to reach overall King County housing growth targets, the ability of the region’s housing market to address the housing needs of low-income households is limited. A large majority of the need will need to be addressed with units restricted to income-eligible households – both rent-restricted units and resale restricted homes (“income-restricted units”).

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Building on the Task Force’s work, this chapter establishes a countywide need for affordable housing defined as the additional housing units needed in King County by 2044 so that no household at or below 80 percent of Area Median Income (AMI) is housing cost burdened. While the need is expressed in countywide terms, housing affordability varies significantly across jurisdictions. In addressing housing needs, less affordable jurisdictions will need to take significant action to increase affordability across all income levels while more affordable jurisdictions will need to take significant action to preserve affordability. To succeed, all communities must address housing need where it is greatest - housing affordable to extremely low-income households.

When taken together, all the comprehensive plans of King County jurisdictions must “plan for and accommodate” the existing and projected housing needs of the county (RCW 36.70A.020 and 36.70A.070). The policies below set a framework for individual and collective action and accountability to meet the countywide need and eliminate disparities in access to housing and neighborhoods of choice. These policies guide jurisdictions through a four-step process:

- 1. Conduct a housing inventory and analysis;
- 2. Implement policies and strategies to meet housing needs equitably;
- 3. Measure results and provide accountability; and
- 4. Adjust strategies to meet housing needs.

**Overarching Goal:** *Provide a full range of affordable, accessible, healthy, and safe housing choices to every resident in King County. All jurisdictions work to:*

- *preserve, improve, and expand their housing stock;*
- *promote fair and equitable access to housing for all people; and*
- *take actions that eliminate race-, place-, ability-, and income-based housing disparities.*

**H-1** All comprehensive plans in King County combine to address the countywide need for housing affordable to households with low-, very low-, and extremely low-incomes, including those with special needs, at a level that calibrates with the jurisdiction’s identified affordability gap for those households and results in the combined comprehensive plans in King County meeting countywide need. The countywide need for housing in 2044 by percentage of AMI is:

30 percent and below AMI (extremely low)	15 percent of total housing supply
31-50 percent of AMI (very low)	15 percent of total housing supply
51-80 percent of AMI (low)	19 percent of total housing supply

Table H-1 provides additional context on the countywide need for housing.<sup>1</sup>

<sup>1</sup> Table H-1 includes both homeownership and rental units.

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<b>Table H-1: King County Affordable Housing Need</b>				
	<b>30% AMI</b>	<b>31% - 50% AMI</b>	<b>51% - 80% AMI</b>	<b>80% AMI</b>
<b>Housing Units by Affordability (2019)</b>				
Number of Units	44,000	122,000	180,000	346,000
As Share of Total Units	5%	13%	19%	36%
<b>Additional Affordable Housing Units Needed (2019-2044)</b>				
Additional Housing Units Needed to Address Existing Conditions <sup>2</sup>	105,000	31,000	23,000	159,000
Housing Units Needed to Address Growth Through 2044 <sup>3</sup>	39,000	32,000	33,000	104,000
<b>Total Additional Affordable Housing Units Needed</b>	<b>144,000</b>	<b>63,000</b>	<b>56,000</b>	<b>263,000</b>
<b>Total Affordable Housing Units Needed by 2044 (Includes Current Housing Units)</b>				
Number of Units	188,000	185,000	236,000	609,000
As Share of Total Units	15%	15%	19%	49%

Refer to Appendix 4 for the methodology used to calculate countywide need and 2019 jurisdictional affordability levels as compared to countywide need.

**H-2** Prioritize the need for housing affordable to households at or below 30 percent AMI (extremely low-income) by implementing tools such as:

- a) Increasing capital, operations, and maintenance funding;
- b) Adopting complementary land use regulations;
- c) Fostering welcoming communities, including people with behavioral health needs;
- d) Adopting supportive policies; and
- e) Supporting collaborative actions by all jurisdictions.

**H-3** Update existing and projected countywide and jurisdictional housing needs using data and methodology provided by the Washington State Department of Commerce, in compliance with state law.

<sup>2</sup> Estimates of additional affordable units needed to address existing cost burden and provide housing for persons experiencing homelessness. The estimates are based on a model in which adding units for households within a given low-income category (e.g., < 30% AMI) allows those households to vacate units affordable within the next income category (e.g., greater than 30% AMI and less than or equal to 50% of AMI), in turn addressing needs of cost-burdened households in that income level. (Estimates shown assume that housing units equal to 1/25<sup>th</sup> of cost burdened households in each category are added annually in each income category until cost burden is eliminated; a range of estimates is possible depending on inputs to this model.)

<sup>3</sup> Estimates of housing units needed to address growth assume income distribution of households added through growth is the same as existing income distribution.



## Conduct a Housing Inventory and Analysis

The Growth Management Act requires an inventory and analysis of existing and projected housing needs as part of each jurisdiction's comprehensive plan housing element. The inventory and needs analysis, together with an evaluation of recent progress to address housing needs, helps cities identify the greatest needs and prioritize strategies to address them. Understanding the impact of discriminatory housing and land use practices and current disparities in access to housing and neighborhoods of choice helps focus policies and programs to achieve equitable housing outcomes. For example, understanding disparities in access to opportunity areas (i.e. areas with high quality schools, jobs, transit and access to parks, open space, and clean air, water, and soil) can identify a need for increased affordability in those areas. Appendix 4 provides further guidance on conducting a housing inventory and analysis.

**H-4** Conduct an inventory and analysis in each jurisdiction of existing and projected housing needs of all segments of the population and summarize the findings in the housing element. The inventory and analysis shall include:

- a) Affordability gap of the jurisdiction's housing supply as compared to countywide need percentages from Policy H-1 (see table H-3 in Appendix 4) and needs for housing affordable to moderate income households;
- b) Number of existing housing units by housing type, age, number of bedrooms, condition, tenure, and AMI limit (for income-restricted units);
- c) Number of existing emergency housing, emergency shelters, and permanent supportive housing facilities and units or beds, as applicable;
- d) Percentage of residential land zoned for and geographic distribution of moderate- and high-density housing in the jurisdiction;
- e) Number of income-restricted units and, where feasible, total number of units, within a half-mile walkshed of high-capacity or frequent transit service where applicable and regional and countywide centers;
- f) Household characteristics, by race/ethnicity:
  - 1) Income (median and by AMI bracket)
  - 2) Tenure (renter or homeowner)
  - 3) Size
  - 4) Housing cost burden and severe housing cost burden;
- g) Current population characteristics:
  - 1) Age by race/ethnicity;
  - 2) Disability
- h) Projected population growth;
- i) Housing development capacity within a half-mile walkshed of high-capacity or frequent transit service, if applicable;
- j) Ratio of housing to jobs in the jurisdiction;

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- k) Summary of existing and proposed partnerships and strategies, including dedicated resources, for meeting countywide housing need, particularly for populations disparately impacted;
- l) The housing needs of people who need supportive services or accessible units, including but not limited to people experiencing homelessness, persons with disabilities, people with medical conditions, and older adults;
- m) The housing needs of communities experiencing disproportionate harm of housing inequities including Black, Indigenous, and People of Color (BIPOC); and
- n) Areas in the jurisdiction that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and public capital investments.

**H-5** Evaluate the effectiveness of existing housing policies and strategies to meet a significant share of countywide need. Identify gaps in existing partnerships, policies, and dedicated resources for meeting the countywide need and eliminating racial and other disparities in access to housing and neighborhoods of choice.

**H-6** Document the local history of racially exclusive and discriminatory land use and housing practices, consistent with local and regional fair housing reports and other resources. Explain the extent to which that history is still reflected in current development patterns, housing conditions, tenure, and access to opportunity. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability. Demonstrate how current strategies are addressing impacts of those racially exclusive and discriminatory policies and practices. The County will support jurisdictions in identifying and compiling resources to support this analysis.

## **Collaborate Regionally**

Housing affordability is important to regional economic vitality and sustainability. Housing markets do not respect jurisdictional boundaries. For these reasons, this section promotes cross-sectoral and interjurisdictional coordination and collaboration to identify and meet the housing needs of households with extremely low-, very low-, and low-incomes. Collaborative efforts, supported by the work of the Affordable Housing Committee, the Puget Sound Regional Council and other bodies, contribute to producing and preserving affordable housing and coordinating equitable, sustainable development in the county and region. Where individual jurisdictions lack sufficient resources, collective efforts to fund or provide technical assistance for affordable housing development and preservation, and for the creation of strategies and programs, can help to meet the housing needs identified in comprehensive plans. Jurisdictions with similar housing characteristics tend to be clustered geographically. Therefore, there are opportunities for efficiencies and greater impact through interjurisdictional cooperation. Such

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efforts are encouraged and can be a way to meet a jurisdiction's share of the countywide affordable housing need.

**H-7** Collaborate with diverse partners (e.g., employers, financial institutions, philanthropic, faith, and community-based organizations) on provision of resources (e.g., funding, surplus property) and programs to meet countywide housing need.

**H-8** Work cooperatively with the Puget Sound Regional Council, subregional collaborations and other entities that provide technical assistance to local jurisdictions to support the development, implementation, and monitoring of strategies that achieve the goals of this chapter.

### Implement Policies and Strategies to Meet Housing Needs Equitably

VISION 2050 encourages local jurisdictions to implement strategies to preserve, improve, and expand their housing stock to provide a range of affordable, accessible, healthy, sustainable, and safe housing choices to every resident. This section supports equitably meeting housing needs through strategies and actions that promote:

- *Distributional equity*: An individual's income race, ethnicity, immigration status, sexual orientation, ability, or income doesn't impact their ability to access housing in the neighborhood of their choice;
- *Cross-generational equity*: The impact of the housing policies we create result in fair and just distribution of benefits and burdens to future generations;
- *Process equity*: The housing policy development, decision-making, and implementation process is inclusive, open, fair, and accessible to all stakeholders; and
- *Reparative policies*: The policies implemented will actively seek to repair harms caused by racially biased policies.

The strategies are grouped by theme:

- Equitable processes and outcomes;
- Increased housing supply, particularly for households with the greatest needs;
- Expanded housing options and increased affordability accessible to transit and employment;
- Expanded housing and neighborhood choice for all residents; and
- Housing stability, healthy homes, and healthy communities

Further detail on the range of strategies for equitably meeting housing needs is contained in Table H-4 in Appendix 4.

*2021 King County Countywide Planning Policies****Equitable Processes and Outcomes***

Working together with households most impacted by the affordable housing crisis helps to tailor solutions to best meet their needs. Taking intentional action to overcome past and current discriminatory policies and practices helps to reduce disparities in access to housing and neighborhoods of choice.

**H-9** Collaborate with populations most disproportionately impacted by housing cost burden in developing, implementing, and monitoring strategies that achieve the goals of this chapter. Prioritize the needs and solutions articulated by these disproportionately impacted populations.

**H-10** Adopt intentional, targeted actions that repair harms to Black, Indigenous, and other People of Color households from past and current racially exclusive and discriminatory land use and housing practices (generally identified through Policy H-6). Promote equitable outcomes in partnership with communities most impacted.

***Increased Housing Supply, Particularly for Households with the Greatest Needs***

VISION 2050 encourages local cities to adopt best practices and innovative techniques to meet housing needs. Meeting the countywide affordable housing need will require actions, including commitment of substantial financial resources, by a wide range of private for profit, non-profit, and government entities. Multiple tools will be needed to meet the full range of needs in any given jurisdiction.

**H-11** Adopt policies, incentives, strategies, actions, and regulations that increase the supply of long-term income-restricted housing for extremely low-, very low-, and low-income households and households with special needs.

**H-12** Identify sufficient capacity of land for housing including, but not limited to income-restricted housing; housing for moderate-, low-, very low-, and extremely low-income households; manufactured housing; multifamily housing; group homes; foster care facilities; emergency housing; emergency shelters; permanent supportive housing; and within an urban growth area boundary, duplexes, triplexes, and townhomes.

**H-13** Implement strategies to overcome cost barriers to housing affordability. Strategies to do this vary but can include updating development standards and regulations, shortening permit timelines, implementing online permitting, optimizing residential densities, reducing parking requirements, and developing programs, policies, partnerships, and incentives to decrease costs to build and preserve affordable housing.

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**H-14** Prioritize the use of local and regional resources (e.g., funding, surplus property) for income-restricted housing, particularly for extremely low-income households, populations with special needs, and others with disproportionately greater housing needs. Consider projects that promote access to opportunity, anti-displacement, and wealth building for Black, Indigenous, and People of Color communities to support implementation of policy H-10.

***Expanded Housing Options and Increased Affordability Accessible to Transit and Employment***

The Regional Growth Strategy accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. As the region invests in transit infrastructure, it must also support affordability in transit areas.

Lack of housing affordability negatively impacts the region's resilience to climate change as people are forced to live far from work, school, and transit, which contributes to climate change through increased transportation emissions and sprawl.

**H-15** Increase housing choices for everyone, particularly those earning lower wages, that is co-located with, accessible to, or within a reasonable commute to major employment centers and affordable to all income levels. Ensure there are zoning ordinances and development regulations in place that allow and encourage housing production at levels that improve jobs-housing balance throughout the county across all income levels.

**H-16** Expand the supply and range of housing types, including affordable units, at densities sufficient to maximize the benefits of transit investments throughout the county.

**H-17** Support the development and preservation of income-restricted affordable housing that is within walking distance to planned or existing high-capacity and frequent transit.

***Expanded Housing and Neighborhood Choice for All Residents***

Extremely low-, very low-, and low-income residents often have limited choices when seeking an affordable home and neighborhood. The King County Consortium's Analysis of Impediments to Fair Housing Choice found that many Black, Indigenous, and other People of Color communities and immigrant groups face disparities in access to opportunity areas with high quality schools, jobs, transit and access to parks, open space, and clean air, water, and soil. Some of the same groups are significantly less likely to own their home as compared to the countywide average, cutting them off from an important tool for housing stability and wealth building. Further, inequities in housing and land use practices as well as cycles of public and private disinvestment and investment have also resulted in communities vulnerable to

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displacement. Intentional actions to expand housing choices throughout the community will help address these challenges.

**H-18** Adopt inclusive planning tools and policies whose purpose is to increase the ability of all residents in jurisdictions throughout the county to live in the neighborhood of their choice, reduce disparities in access to opportunity areas, and meet the needs of the region's current and future residents by:

- a) Providing access to affordable housing to rent and own throughout the jurisdiction, with a focus on areas of high opportunity;
- b) Expanding capacity for moderate-density housing throughout the jurisdiction, especially in areas currently zoned for lower density single-family detached housing in the Urban Growth Area, and capacity for high-density housing, where appropriate, consistent with the Regional Growth Strategy;
- c) Evaluating the feasibility of, and implementing, where appropriate, inclusionary and incentive zoning to provide affordable housing; and
- d) Providing access to housing types that serve a range of household sizes, types, and incomes, including 2+ bedroom homes for families with children and/or adult roommates and accessory dwelling units, efficiency studios, and/or congregate residences for single adults.

**H-19** Lower barriers to and promote access to affordable homeownership for extremely low-, very low-, and low-income, households. Emphasize:

- a) Supporting long-term affordable homeownership opportunities for households at or below 80 percent AMI (which may require up-front initial public subsidy and policies that support diverse housing types); and
- b) Remedying historical inequities in and expanding access to homeownership opportunities for Black, Indigenous and People of Color communities.

**H-20** Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.

**H-21** Implement, promote, and enforce fair housing policies and practices so that every person in the county has equitable access and opportunity to thrive in their communities of choice, regardless of their race, gender identity, sexual identity, ability, use of a service animal, age,

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immigration status, national origin, familial status, religion, source of income, military status, or membership in any other relevant category of protected people.

***Housing Stability, Healthy Homes, and Healthy Communities***

**H-22** Adopt and implement policies that protect housing stability for renter households; expand protections and supports for low-income renters and renters with disabilities.

**H-23** Adopt and implement programs and policies that ensure healthy and safe homes.

**H-24** Plan for residential neighborhoods that protect and promote the health and well-being of residents by supporting equitable access to parks and open space, safe pedestrian and bicycle routes, clean air, soil and water, fresh and healthy foods, high-quality education from early learning through K-12, affordable and high-quality transit options and living wage jobs and by avoiding or mitigating exposure to environmental hazards and pollutants.

**Measure Results and Provide Accountability**

Each jurisdiction has a responsibility to address its share of the countywide housing need. The county and cities will collect and report housing data to help evaluate progress in meeting this shared responsibility. The county will help coordinate a transparent data collection and sharing process with cities. Further detail on monitoring procedures is contained in Appendix 4.

**H-25** Monitor progress toward meeting countywide housing growth targets, countywide need, and eliminating disparities in access to housing and neighborhood choices. Where feasible, use existing regional and jurisdictional reports and monitoring tools and collaborate to reduce duplicative reporting.

- a) Jurisdictions, including the county for unincorporated areas, will report annually to the county using guidance developed by the County on housing AMI levels:
  - 1) In the first reporting year, total income-restricted units, by tenure, AMI limit, address, and term of rent and income restrictions, for which the city is a party to affordable housing covenants on the property title created during the reporting period. In future years, report new units created and units with affordability terms that expired during the reporting period.
  - 2) Description and magnitude of land use or regulatory changes to increase zoned residential capacity including, but not limited to, single-family, moderate-density, and high-density.
  - 3) New strategies (e.g. land use code changes, dedicated fund sources, conveyance of surplus property) implemented during the reporting period to increase housing diversity or increase the supply of income-restricted units in the jurisdiction; and

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- b) The county where feasible consolidate housing data across jurisdictions to provide clarity and assist jurisdictions with housing data inventory will report annually:
  - 1) Countywide housing inventory of:
    - i. Total housing units, by affordability to AMI bands;
    - ii. Total income-restricted units, by AMI limit;
    - iii. Number of units lost to demolition, redevelopment, or conversion to non-residential use during the reporting period;
    - iv. Of total housing units, net new housing units created during the reporting period and what type of housing was constructed, broken down by at least single-family, moderate-density housing types, and high-density housing types; and
    - v. Total income-restricted units by tenure, AMI limit, location, created during the reporting period, starting in 2021.
    - vi. Total net new income-restricted units and the term of rent and income restrictions created during the reporting period, starting in December 2022;
    - vii. Share of households by housing tenure by jurisdiction; and
    - viii. Zoned residential capacity percentages broken down by housing type/number of units allowed per lot;
  - 2) The county's new strategies (e.g., dedicated fund sources, conveyance of surplus property) implemented during the reporting period to increase the supply of restricted units in the county, including geographic allocation of resources;
  - 3) The county's new strategies implemented during the reporting period to reduce disparate housing outcomes and expand housing and neighborhood choice for Black, Indigenous, and other People of Color households and other population groups identified through policy H-6.
  - 4) Number of income-restricted units within a half mile walkshed of a high-capacity or frequent transit stations in the county;
  - 5) Share of households with housing cost burden, by income band, race, and ethnicity;
  - 6) Tenant protection policies adopted by jurisdiction; and
  - 7) Number of individuals and households experiencing homelessness, by race and ethnicity.
- c) Where feasible, jurisdictions will also collaborate to report:
  - 1) Net new units accessible to persons with disabilities.

**H-26** The county will provide guidance to jurisdictions on goals for housing AMI levels annually provide transparent, ongoing information measuring jurisdictions' progress toward meeting countywide affordable housing need, according to H-25, using public-facing tools such as the King County's Affordable Housing Dashboard.



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***Adjust Strategies to Meet Housing Needs***

**H-27** Review and amend countywide and local housing strategies and actions when monitoring in Policy H-25 and H-26 indicates that adopted strategies are not resulting in adequate affordable housing to meet the countywide need. Consider amendments to land use policies and the land use map where they present a significant barrier to the equitable distribution of affordable housing.

## ECONOMY

**Overarching Goal:** *All people throughout King County have opportunities to prosper and enjoy a high quality of life through economic growth and job creation.*

The Countywide Planning Policies in the Economy Chapter support the economic growth and sustainability of King County's economy. A strong and healthy economy results in business development, job creation, and investment in our communities. The Economy Chapter reflects and supports the Regional Economic Strategy and VISION 2050's economic policies, which emphasize the economic value of business, people, and place.

The Regional Economic Strategy is the region's comprehensive economic development strategy and serves as the VISION 2050 economic functional plan. VISION 2050 integrates the Regional Economic Strategy with growth management, transportation, and environmental objectives to:

- Support critical economic foundations, such as education, infrastructure, technology, and quality of life; and
- Promote the region's specific industry clusters: aerospace, advanced manufacturing, clean technology, information technology, life sciences, logistics and international trade, military, and tourism.

Each local community will have an individual focus on economic development, while the region's prosperity will benefit from coordination between local plans and the regional vision that take into account the county's and the region's overall plan for growth.

**EC-1** Coordinate local and countywide economic policies and strategies with VISION 2050 and the Regional Economic Strategy.

**EC-2** Support economic growth that accommodates employment growth targets (see Table DP-1) through local land use plans, infrastructure development, and implementation of economic development strategies. Prioritize growth of a diversity of middle-wage jobs and prevent the loss of such jobs from the region.

**EC-3** Support industry clusters and their related subclusters that are integral components of the Regional Economic Strategy and King County's economy. Emphasize support for clusters that are vulnerable or threatened by market forces, provide middle-wage jobs, play an outsized role in the local economy, or have significant growth potential.

**EC-4** Evaluate the performance of economic development policies and strategies in business development and middle-wage job creation. Identify and track key economic metrics to help

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jurisdictions and the county as a whole evaluate the effectiveness of local and regional economic strategies.

## **Business Development**

Business creation, retention, expansion, and recruitment are the foundations of a strong economy. The success of the economy in the county depends on opportunities for business formation and growth. Our communities play a significant role through local government actions, such as by making regulations more predictable, by engaging in public-private partnerships, and by nurturing a business-supportive culture, particularly for Black, Indigenous, and other People of Color; immigrant and refugee; LGBTQIA+; disabled; and women-owned businesses.

These policies seek to integrate the concept of healthy communities as part of the county's economic objectives by calling for support of the regional food economy, including production, processing, wholesaling, and distribution of the region's agricultural food and food products.

### **EC-5** Help businesses thrive through:

- Transparency, efficiency, and predictability of local regulations and policies;
- Communication and partnerships between business, government, schools, civic and community organizations, and research institutions; and
- Government contracts with local businesses.

**EC-6** Foster the retention and development of businesses and industries that manufacture goods and provide services for export.

**EC-7** Promote an economic climate that is supportive of business formation, expansion, and retention, and that emphasizes the importance of small businesses, locally owned businesses, women-owned businesses, and businesses with Black, Indigenous, and other People of Color; immigrant and refugee; LGBTQIA+; disabled; and women-owned or -led businesses, in creating jobs.

**EC-8** Foster a broad range of public-private partnerships to implement economic development policies, programs, and projects, including partnerships with community groups. Ensure such partnerships share decision-making power with and spread benefits to community groups.

**EC-9** Use partnerships to foster connections between employers, local vocational and educational programs, and community needs.

**EC-10** Identify, support, and leverage key regional and local assets to the economy, including assets that are unique to our region's position as an international gateway, such as major

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airports, seaports, educational facilities, research institutions, health care facilities, long-haul trucking facilities, and manufacturing facilities.

**EC-11** Support the regional food economy including the production, processing, wholesaling, and distribution of the region’s agricultural food and food products to all King County communities. Emphasize improving access for communities with limited healthy, affordable, and culturally relevant food options.

## People

People, through their training, knowledge, skills, and cultural background, add value to the region’s economy. Creating an economy that provides opportunities for all, particularly with a focus on those communities historically most disadvantaged, can help to alleviate problems of poverty and income disparity.

A diversity of jobs at a variety of wages, skill levels, and educational requirements ensure a robust economy that provides access to opportunity for everyone. Jobs that can support a household or family without significant educational requirements often referred to as “middle-wage” jobs, play a unique role in advancing equity. Given the barriers in access throughout the educational, banking, and other institutional systems, these middle-wage jobs provide key avenues for financial self-sufficiency and wealth building. Jobs in this range predominate in more locally held, smaller- and medium-sized businesses and manufacturers, such as accountants, machinists, or technicians. King County seeks to encourage new small business formation whenever possible and prevent displacement of industries and businesses that have a diversity of occupations or concentrations in those middle skills most associated with middle wage.

To support middle-wage jobs and career training for residents of economically distressed areas, priority hire policies require developers to hire local workers and businesses when development projects are above a certain budget threshold and receive public funding.

**EC-12** Work with schools and other institutions to increase graduation rates and sustain a highly educated and skilled local workforce. This includes aligning job training and education offerings that are consistent with the skill needs of the region’s industry clusters. Identify partnership and funding opportunities where appropriate. Align and prioritize workforce development efforts with Black, Indigenous, and other People of Color communities; immigrant and refugees; and other marginalized communities.

**EC-13** Promote the local workforce through priority hire programs that create middle-wage employment opportunities in historically disadvantaged communities.

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**EC-14** Celebrate the cultural diversity of local communities as a means to enhance social capital, neighborhood cohesion, the county’s global relationships, and support for cultural and arts institutions.

**EC-15** Eliminate and correct for historical and ongoing disparities in income, employment, and wealth building opportunities for Black, Indigenous, and other People of Color; women; and other intersecting marginalized identities.

**EC-16** Direct investments to community and economic development initiatives that elevate equitable economic opportunity for those communities most marginalized and impacted by disinvestment and economic disruptions.

## **Places**

Economic activity in the county predominantly occurs within the Urban Growth Area, including regional growth centers and manufacturing/industrial centers, which tend to be where middle-wage jobs predominate. Continuing to guide local investments to these centers will help provide the support needed to sustain the economy and provide greater predictability to businesses about where capital improvements will be located, as well as meet other goals related to supporting equitable growth. In addition to making productive use of urban land, economic activity adds to the culture and vitality of our local communities.

While King County moves towards an economy dominated by high-tech and medical services, subregions within the County are hosts to concentrations in other sectors and have experienced job growth in the construction, warehousing, and transportation sectors as real estate pricing recalibrates the geography of jobs. Even as Seattle’s share of manufacturing sector jobs has fallen since 2008, South King County’s cities such as Kent, Auburn, and Renton have seen commensurate increases in manufacturing—and are competing with neighboring Snohomish and Pierce County to retain this critical industry. The policies below take a proactive approach to maintaining King County’s role as the home to internationally significant manufacturing and industrial centers and the industries and businesses that make them what they are.

The Rural Area and Natural Resource Lands are important for their contribution to the regional food network, mining, timber, and craft industries, while Cities in the Rural Area are important for providing services to and being the economic centers for the surrounding Rural Area.

**EC-17** Concentrate economic and employment growth in designated regional, countywide, and local centers through local investments, planning, and financial policies.

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**EC-18** Make local investments to maintain and expand infrastructure and services that support local and regional economic development strategies. Focus investment where it encourages growth in designated centers and helps achieve employment targets.

**EC-19** Add to the vibrancy and sustainability of our communities and the health and well-being of all people through safe and convenient access to local services, neighborhood-oriented retail, purveyors of healthy food (e.g., grocery stores and farmers markets), and transportation choices.

**EC-20** Promote the natural environment as a key economic asset and work to improve access to it as an economic driver. Work cooperatively with local businesses to protect and restore the natural environment in a manner that is equitable, efficient, predictable, and complements economic prosperity.

**EC-21** Encourage private, public, and non-profit sectors to incorporate environmental stewardship and social responsibility into their practices. Encourage development of established and emerging industries, technologies and services that promote environmental sustainability, especially those addressing climate change and resilience.

**EC-22** Maintain an adequate supply of land within the Urban Growth Area to support economic development. Inventory, plan for, and monitor the land supply and development capacity for, manufacturing/industrial, commercial, and other employment uses that can accommodate the amount and types of economic activity anticipated during the planning period.

**EC-23** Support manufacturing/industrial centers with land use policies that protect industrial land, retain and expand industrial employment, support a diverse regional economy, and provide for the evolution of these Centers to reflect industrial business trends, including in technology and automation. Prohibit or limit non-supporting or incompatible activities that may interfere with the retention and operation of industrial businesses while recognizing that a wider mix of uses, in targeted areas and circumstances, may be appropriate when designed to be supportive of and compatible with industrial employment.

**EC-24** Facilitate redevelopment of contaminated sites through local, county, and state financing and other strategies that assist with planning, site design, and funding for environmental remediation.

**EC-25** Encourage economic activity within Cities in the Rural Area, at an appropriate size, scale, and type compatible with these communities and that does not create adverse impacts to the surrounding Rural Area and Natural Resource Lands.

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**EC-26** Encourage commercial and mixed-use development that provides a range of job opportunities throughout the county to create a closer balance between the location of jobs and housing.

**EC-27** Develop and implement systems that provide a financial safety net during economic downturns and recovery. Direct resources in ways that reduce inequities and build economic resiliency for those communities most negatively impacted by asset poverty.

**EC-28** Ensure public investment decisions protect culturally significant economic assets and advance the business interests of Black, Indigenous, and other People of Color communities; immigrant and refugees; and other marginalized communities.

**EC-29** Stabilize and prevent the economic displacement of small, culturally relevant businesses and business clusters during periods of growth, contraction, and redevelopment. Mitigate displacement risks through monitoring and adaptive responses.

## TRANSPORTATION

The Regional Growth Strategy identifies a network of walkable, compact, and transit-oriented communities that are the focus of urban development, as well as industrial areas with major employment concentrations. In the Countywide Planning Policies, these communities include countywide designated Urban Centers and Manufacturing/ Industrial Centers, and locally designated local centers. An essential component of the Regional Growth Strategy is an efficient transportation system that provides multiple options for moving people and goods into and among the various centers. Transportation system, in the context of this chapter, is defined as a comprehensive, integrated network of travel modes (e.g., airplanes, automobiles, bicycles, buses, feet, ferries, freighters, trains, trucks) and infrastructure (e.g. sidewalks, trails, streets, arterials, highways, waterways, railways, airports) for the movement of people and goods on a local, regional, national and global scale.

Goals and policies in this chapter build on the 1992 King County Countywide Planning Policies and the Multicounty Planning Policies in VISION 2050. Policies are organized into three sections:

- Supporting Growth – focusing on serving the region with a transportation system that furthers the Regional Growth Strategy;
- Mobility – addressing the full range of travel modes necessary to move people and goods efficiently within the region and beyond; and
- System Operations – encompassing the design, maintenance, and operation of the transportation system to provide for safety, efficiency, and sustainability.

***Overarching Goal:*** *The region is well served by an integrated, multimodal transportation system that supports the regional vision for growth, efficiently moves people and goods, and is environmentally and functionally sustainable over the long term.*

### Supporting Growth

An effective transportation system is critical to equitably achieving the Regional Growth Strategy and ensuring that centers are functional and appealing to the residents and businesses they are designed to attract. The policies in this section reinforce the critical relationship between development patterns and transportation and they are intended to guide transportation investments from all levels of government to effectively support local, county, and regional plans to accommodate growth. Policies in this section take a multimodal approach to serving growth, with additional emphasis on transit and non-motorized modes to support planned development in centers.

***Goal Statement:*** *Local and regional development of the transportation system is consistent with and furthers realization of the Regional Growth Strategy.*



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**T-1** Work cooperatively with the Puget Sound Regional Council, the state, and other relevant agencies to finance and develop an equitable and sustainable multimodal transportation system that enhances regional mobility and reinforces the countywide vision for managing growth. Use VISION 2050, including the Regional Growth Strategy, and the Regional Transportation Plan as the policy and funding framework for creating a system of regional, countywide, local centers connected by a multimodal network including high-capacity transit, bus service, and an interconnected system of roadways, freeways and high-occupancy vehicle lanes.

**T-2** Avoid construction of major roads and capacity expansion on existing roads in the Rural Area and Natural Resource Lands. Where increased roadway capacity is warranted to support safe and efficient travel through the Rural Area, appropriate rural development regulations and effective access management should be in place prior to authorizing such capacity expansion in order to make more efficient use of existing roadway capacity and prevent unplanned growth in the Rural Area.

**T-3** Increase the share of trips made countywide by modes other than driving alone through coordinated land use planning, public and private investment, and programs focused on centers and connecting corridors, consistent with locally adopted mode split goals.

**T-4** Reduce the need for new roadway capacity improvements through investments in transportation system management and operations, pricing programs, and transportation demand management strategies that improve the efficiency of and access to the current system.

**T-5** Prioritize transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options, particularly to and within centers and along corridors connecting centers.

**T-6** Develop station area plans for high-capacity transit stations and mobility hubs based on community engagement. Plans should reflect the unique characteristics, local vision for each station area including transit-supportive land uses, transit rights-of-way, stations and related facilities, multimodal linkages, safety improvements, place-making elements and minimize displacement.

**T-7** Support countywide growth management and climate objectives by prioritizing transit service and pedestrian safety in areas where existing housing and employment densities support transit ridership and to designated regional and countywide centers and other areas planned for housing and employment densities that will support transit ridership.

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**T-8** Implement transportation programs and projects that address the needs of and promote access to opportunity for Black, Indigenous, and other People of Color, people with low and no-incomes, and people with special transportation needs.

**T-9** Implement transportation programs and projects that prevent and mitigate the displacement of Black, Indigenous, and other People of Color, people with low and no- incomes, and people with special transportation needs.

**T-10** Integrate transit facilities, services, and active transportation infrastructure with public spaces and private developments to create safe and inviting waiting and transfer environments to encourage transit ridership countywide.

**T-11** Advocate for state policies, actions, and capital improvement programs that promote equity and sustainability, and that are consistent with the Regional Growth Strategy, VISION 2050, and the Countywide Planning Policies.

**T-12** Prioritize funding transportation investments that support countywide growth targets and centers framework, and that enhance multimodal mobility and safety, equity, and climate change goals.

## Mobility

Mobility is necessary to sustain personal quality of life and the regional economy. For individuals, mobility requires an effective transportation system that provides safe, reliable, and affordable travel options for people of all ages, incomes, and abilities. While the majority of people continue to travel by personal automobile, there are growing segments of the population (e.g., urban, elderly, teens, low-income, no-income, minorities, and persons with disabilities) that rely on other modes of travel such as walking, bicycling, and public transportation to access employment, education and training, goods and services.

The movement of goods is also of vital importance to the local and regional economy. International trade is a significant source of employment and economic activity in terms of transporting freight, local consumption, and exporting goods. The policies in this section are intended to address use and integration of the multiple modes necessary to move people and goods within and beyond the region. The importance of the roadway network, implicit in the policies of this section, is addressed more specifically in the System Operations section of this chapter.

**Goal Statement:** *A well-integrated, multimodal transportation system moves people and goods effectively and efficiently to destinations within the region and beyond.*

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**T-13** Advocate for and pursue new, innovative, and sustainable, funding methods including user fees, tolls, and other progressive pricing mechanisms that reduce the volatility of transit funding and fund the maintenance, improvement, preservation, and operation of the transportation system.

**T-14** Promote the mobility of people and goods through a multimodal transportation system based on regional priorities consistent with VISION 2050 and local comprehensive plans.

**T-15** Determine if capacity needs can be met from investments in transportation system operations and management, pricing programs, transportation demand management, public transportation, and system management activities that improve the efficiency of the current transportation system, prior to implementing major roadway capacity expansion projects. Focus on investments that are consistent with the Regional Growth Strategy and produce the greatest net benefits to people, especially communities and individuals where needs are greatest, and goods movement that minimize the environmental impacts of transportation.

**T-16** Support effective management, maintenance, and preservation of existing air, marine and rail transportation capacity and infrastructure to address current and future capacity needs in cooperation with responsible agencies, affected communities, and users.

**T-17** Promote coordinated planning and effective management to optimize the movement of people and goods in the region's aviation system in a manner that minimizes health, air quality, and noise impact to the community, especially frontline communities. Consider demand management alternatives as future aviation growth needs are analyzed, recognizing capacity constraints at existing facilities and the time and resources necessary to build new ones. Support the ongoing process of development of a new commercial aviation facility in Washington State.

**T-18** Develop and implement freight mobility strategies that strengthen, preserve, and protect King County's role as a major regional freight distribution hub, an international trade gateway, and a manufacturing area while minimizing negative impacts on the community.

**T-19** Address the needs of people who do not drive, either by choice or circumstances (e.g., elderly, teens, low-income, and persons with disabilities), in the development and management of local and regional transportation systems.

**T-20** Consider mobility options, connectivity, active transportation access, and safety in the siting and design of transit stations and mobility hubs, especially those that are serviced by high-capacity transit.

**T-21** Make transportation investments that improve economic and living conditions so that

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industries and workers are retained and attracted to the region and the county.

**T-22** Respond to changes in mobility patterns and needs for both people and goods, encouraging partnerships with nonprofit providers and the private sector where applicable.

### System Operations

The design, management, and operation of the transportation system influence the region's growth and mobility and they have significant impacts on equity, addressing historical inequities, and our environment. Policies in this section stress the need to make efficient use of existing infrastructure, serve the broad needs of the users, address safety and public health issues, and design facilities that are a good fit for the surroundings. Implementation of the policies will require the use of a wide range of tools including, but not limited to:

- Technologies such as intelligent transportation systems and alternative fuels;
- Demand management programs for parking, commute trip reduction and congestion; and
- Incentives, pricing systems, and other strategies to encourage choices that increase mobility while improving public health and environmental sustainability.

**Goal Statement:** *A transportation system that is well-designed and managed to protect public investments, promote equitable access, provide mobility, promote public health and safety, and achieve optimum efficiency.*

**T-23** Prioritize essential maintenance, preservation, and safety improvements of the existing transportation system to protect mobility, extend useful life of assets, and avoid costly replacement projects.

**T-24** Design and operate transportation facilities in a manner that is compatible with and integrated into the natural and built environments in which they are located. Incorporate features such as natural drainage, native plantings, and local design themes that facilitate integration and compatibility.

**T-25** Reduce stormwater pollution from transportation facilities and improve fish passage through retrofits and updated design standards. When feasible, integrate with other improvements to achieve multiple benefits and cost efficiencies.

**T-26** Develop a resilient transportation system (e.g., roadway, rail, transit, sidewalks, trails, air, and marine) and protect against major disruptions and climate change impacts. Develop prevention, adaptation, mitigation, and recovery strategies and coordinate disaster response plans.

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**T-27** Promote the use of pricing strategies and transportation system management and operations tools to effectively manage the transportation system and provide an equitable, stable, and sustainable transportation funding source to improve mobility.

**T-28** Promote road and transit facility design that includes well-defined, safe, and appealing spaces for pedestrians and bicyclists.

**T-29** Design roads, including retrofit projects, to accommodate a range of travel modes within the travel corridor in order to reduce injuries and fatalities, contribute to achieving the state goal of zero deaths and serious injuries, and encourage physical activity.

**T-30** Develop a transportation system that minimizes negative health and environmental impacts to all communities, especially Black, Indigenous, and other People of Color communities and low-income communities, that have been disproportionately affected by transportation decisions.

**T-31** Provide equitable opportunities for an active, healthy lifestyle by integrating the needs of pedestrians and bicyclists in local transit, countywide, and regional transportation plans and systems.

**T-32** Plan and develop a countywide transportation system that supports the connection between land use and transportation, and essential travel that reduces greenhouse gas emissions by advancing strategies that shorten trip length or replace vehicle trips to reduce vehicle miles traveled.

**T-33** Apply technologies, programs, and other strategies (e.g., intelligent transportation systems (ITS), first and last mile connections) to optimize the use of existing infrastructure and support equity; improve mobility; and reduce congestion, vehicle miles traveled, and greenhouse gas emissions.

**T-34** Promote the expanded use of alternative fuel and zero emission vehicles by the general public with measures such as converting transit, public, and private fleets; applying incentive programs; and providing for electric vehicle charging stations.

## PUBLIC FACILITIES AND SERVICES

**Overarching Goal:** *County residents in both Urban and Rural Areas have timely and equitable access to the public services needed to advance public health and safety, protect the environment, and carry out the Regional Growth Strategy.*

### Urban and Rural Levels of Service

The Growth Management Act directs jurisdictions and special purpose districts to provide public facilities and services to support development. The Growth Management Act distinguishes between urban and rural services and states that land within the Urban Growth Area should be provided with a full range of services necessary to sustain urban communities while land within the Rural Area should receive services to support a rural lifestyle. Certain services, such as sanitary sewers, are allowed only in the Urban Growth Area, except as otherwise authorized. The Growth Management Act also requires jurisdictions to determine which facilities are necessary to serve the desired growth pattern and how they will be financed, to ensure timely provision of adequate services and facilities.

**PF-1** Provide a full range of urban services in the Urban Growth Area to support the Regional Growth Strategy and adopted growth targets and limit the availability of urban services in the Rural Area consistent with VISION 2050. Avoid locating urban serving facilities in the Rural Area.

### Collaboration Among Jurisdictions

More than 100 special purpose districts, including water, sewer, flood control, stormwater, fire, school, and other districts, provide essential services to the residents of King County. While cities are the primary providers of services in the Urban Growth Area, in many parts of the county special purpose districts also provide essential services. Coordination and collaboration among all of these districts, the cities, King County, the tribes, and neighboring counties is key to providing efficient, high-quality, and reliable services to support the Regional Growth Strategy.

**PF-2** Provide affordable and equitable access to public services to all communities, especially the historically underserved. Prioritize investments to address disparities.

**PF-3** Provide reliable and cost-effective services to the public through coordination among jurisdictions and special purpose districts.

**PF-4** Recognize cities as the appropriate providers of services to the Urban Growth Area, either directly or by contract. Extend urban services through the use of special districts only where there are agreements with the city in whose Potential Annexation Area the extension is

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proposed. Within the Urban Growth Area, as time and conditions warrant, cities will assume local urban services provided by special service districts.

## **Utilities**

Utilities include infrastructure and services that provide water, sewage treatment and disposal, solid waste disposal, energy, telecommunications, and human and community services. Providing these utilities in a cost-effective way is essential to maintaining the health and safety of King County residents and to implementing the Regional Growth Strategy.

### **Water Supply**

Conservation and efficient use of water resources are vital to ensuring the reliability of the region's water supply, the availability of sufficient water supplies for future generations, and the environmental sustainability of the water supply system.

**PF-5** Develop plans for long-term water provision to support growth and to address the potential impacts of climate change and fisheries protection on regional water resources.

**PF-6** Ensure that all residents have access to a safe, reliably maintained, and sustainable drinking water source that meets present and future needs.

**PF-7** Coordinate water supply among local jurisdictions, tribal governments, and water purveyors to ensure reliable, sustainable, and cost-effective sources of water for all users and needs, including residents, businesses, fire districts, and aquatic species.

**PF-8** Plan and locate water systems in the Rural Area that are appropriately sized for rural uses and densities and that do not increase development potential in the Rural Area.

**PF-9** Recognize and support agreements with water purveyors in adjacent cities and counties to promote effective conveyance of water supplies and to secure adequate supplies for emergencies.

**PF-10** Implement water conservation and efficiency efforts to protect natural resources, reduce environmental impacts, and support a sustainable long-term water supply to serve the growing population.

**PF-11** Require water reuse and reclamation, where feasible, especially for high-volume non-potable water users such as parks, schools, and golf courses.

*2021 King County Countywide Planning Policies****Sewage Treatment and Disposal***

Within the Urban Growth Area, connection to sanitary sewers is necessary to support the Regional Growth Strategy and to accommodate urban densities. Alternatives to the sanitary sewer system and the typical septic system are becoming more cost effective and therefore, more available. Alternative technology may be appropriate when it can perform as well or better than sewers in the Urban Growth Area. Septic systems are not considered to be alternative technology within the Urban Growth Area.

In the Rural Area and Natural Resource Lands, which are characterized by low-density development, sewer service is not typically provided. In cases where public health is threatened, sewers can be provided in the Rural Area but only if connections are strictly limited. Alternative technology may be necessary to substitute for septic systems in the Rural Area.

**PF-12** Require all development in the Urban Growth Area to be served by a public sewer system except:

- a) Single-family residences on existing individual lots that have no feasible access to sewers may utilize individual septic systems on an interim basis; or
- b) Development served by alternative technology that:
  - 1) Provide equivalent performance to sewers;
  - 2) Provide the capacity to achieve planned densities; and
  - 3) Will not create a barrier to the extension of sewer service within the Urban Growth Area.

**PF-13** Prohibit sewer service in the Rural Area and on Natural Resource Lands except:

- a) Where needed to address specific health and safety problems threatening existing structures; or
- b) As allowed by Countywide Planning Policy DP-49; or
- c) As provided in Appendix 5 (March 31, 2012 School Siting Task Force Report).

Sewer service authorized consistent with this policy shall be provided in a manner that does not increase development potential in the Rural Area.

***Solid Waste***

King County and the entire Puget Sound region are recognized for successful efforts to collect recyclable waste. Continuing to reduce and reuse waste will require concerted and coordinated efforts well into the future. It is important to reduce the waste stream going into area landfills to extend the usable life of existing facilities and reduce the need for additional capacity.

**PF-14** Reduce the solid waste stream and encourage reuse and recycling.



*2021 King County Countywide Planning Policies***Energy**

While King County consumers have access to electrical energy derived from hydropower, there are challenges for securing long-term reliable energy and for becoming more energy efficient.

**PF-15** Reduce the rate of energy consumption through efficiency and conservation as a means to lower energy costs and mitigate environmental impacts associated with traditional energy supplies.

**PF-16** Invest in and promote the use of low-carbon, renewable, and alternative energy resources to help meet the county's long-term energy needs, reduce environmental impacts associated with traditional energy supplies, and increase community sustainability.

**Telecommunications**

A telecommunications network throughout King County is essential to fostering broad economic vitality and equitable access to information, goods and services, and opportunities for social connection.

**PF-17** Plan for the equitable provision of telecommunication infrastructure and affordable, convenient, and reliable broadband internet access to businesses, and to households of all income levels, with a focus on underserved areas.

**Human and Community Services**

Public services beyond physical infrastructure are also necessary to sustain the health and quality of life of all King County residents. In addition, these services play a role in distinguishing urban communities from rural communities and supporting the Regional Growth Strategy.

**PF-18** Provide human and community services to meet the needs of current and future residents in King County communities through coordinated, equitable planning, funding, and delivery of services by the county, cities, and other agencies.

**Locating Facilities and Services**

VISION 2050 calls for a full range of urban services in the Urban Growth Area to support the Regional Growth Strategy, and for limiting the availability of services in the Rural Area. In the long term, there is increased efficiency and cost-effectiveness in siting and operating facilities and services that serve a primarily urban population within the Urban Growth Area. At the same time, those facilities and services that primarily benefit rural populations provide a greater benefit when they are located within neighboring cities and rural towns.

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**PF-19** Locate schools, institutions, and other community facilities and services that primarily serve urban populations within the Urban Growth Area, where they are accessible to the communities they serve, except as provided in Appendix 5 (March 31, 2012 School Siting Task Force Report). If possible, locate these facilities in places that are well served by transit and pedestrian and bicycle networks.

**PF-20** Jurisdictions shall work collaboratively with school districts to ensure the availability of sufficient land and the provision of necessary educational facilities within the Urban Growth Area through compliance with PF-22 and PF-23 and through the land use element and capital facilities element of local comprehensive plans.

**PF-21** Locate new schools and institutions primarily serving rural residents in neighboring cities and rural towns, except as provided in Appendix 5 (March 31, 2012 School Siting Task Force Report). Locate new community facilities and services that primarily serve rural residents in neighboring cities and rural towns, with the limited exceptions when their use is dependent upon a rural location and their size and scale supports rural character.

Public school facilities to meet the needs of growing communities are an essential part of the public infrastructure. Coordination between each jurisdiction's land use plan and regulations and their respective school district[s] facility needs are essential for public school capacity needs to be met. The following policy applies countywide and requires engagement between each school district and each city that is served by the school district. The policy also applies to King County as a jurisdiction for areas of unincorporated King County that are within a school district's service boundary. The policy initiates a periodic procedure to identify if there are individual school district siting issues and if so, a process for the school district and jurisdiction to cooperatively prepare strategies for resolving the issue.

**PF-22** Plan, through a cooperative process between jurisdictions and school districts, that public school facilities are available, to meet the needs of existing and projected residential development consistent with adopted comprehensive plan policies and growth forecasts. Cooperatively work with each school district located within the jurisdiction's boundaries to evaluate the school district's ability to site school facilities necessary to meet the school district's identified student capacity needs. Use school district capacity and enrollment data and the growth forecasts and development data of each jurisdiction located within the school district's service boundaries.

Commencing in January 2016 and continuing every two years thereafter, each jurisdiction and the school district(s) serving the jurisdiction shall confer to share information and determine if there is development capacity and the supporting infrastructure to site the needed school facilities.

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If not, cooperatively prepare a strategy to address the capacity shortfall. Potential strategies may include:

- a) Shared public facilities such as play fields, parking areas and access drives;
- b) School acquisition or lease of appropriate public lands;
- c) Regulatory changes such as allowing schools to locate in additional zones or revised development standards; and
- d) School design standards that reduce land requirements (such as multi-story structures or reduced footprint) while still meeting programmatic needs.

In 2017, and every two years thereafter, King County shall report to the GMPC on whether the goals of this policy are being met. The GMPC shall identify corrective actions as necessary to implement this policy.

**PF-23** Coordinate and collaborate with school districts to build new and expand existing school facilities within the Urban Growth Area. Jurisdictions and school districts should work together to employ strategies such as:

- a) Identifying surplus properties and private properties that could be available for new school sites;
- b) Creating opportunities for shared use of buildings, fields, and other facilities;
- c) Reviewing development regulations to increase the areas where schools can be located and to enable challenging sites to be used for new, expanded, and renovated schools;
- d) Prioritizing and simplifying permitting of schools;
- e) Considering the feasibility of locating playfields on land in the rural area directly adjacent to school sites located within the urban area and with direct access from the urban area;
- f) Partnering with school districts in planning and financing walking and biking routes for schools; and
- g) Encouraging more walking, biking, and transit ridership for students, teachers, and staff.

Strategies should recognize the school district's adopted educational program requirements, established and planned school service areas, limited availability of developable sites, and established and planned growth patterns and enrollment projections.

### Siting Public Capital Facilities

While essential to growth and development, regional capital facilities can disproportionately affect the communities in which they are located. It is important that all jurisdictions work collaboratively and consider environmental justice principles when siting these facilities to foster the development of healthy communities for all.

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**PF-24** Site or expand essential public facilities or facilities of regional importance within the county using a process that incorporates broad public involvement, especially from historically marginalized and disproportionately burdened communities, and that equitably disperses impacts and benefits while supporting the Countywide Planning Policies.

**PF-25** Consider climate change, economic, equity, and health impacts when siting and building essential public services and facilities.

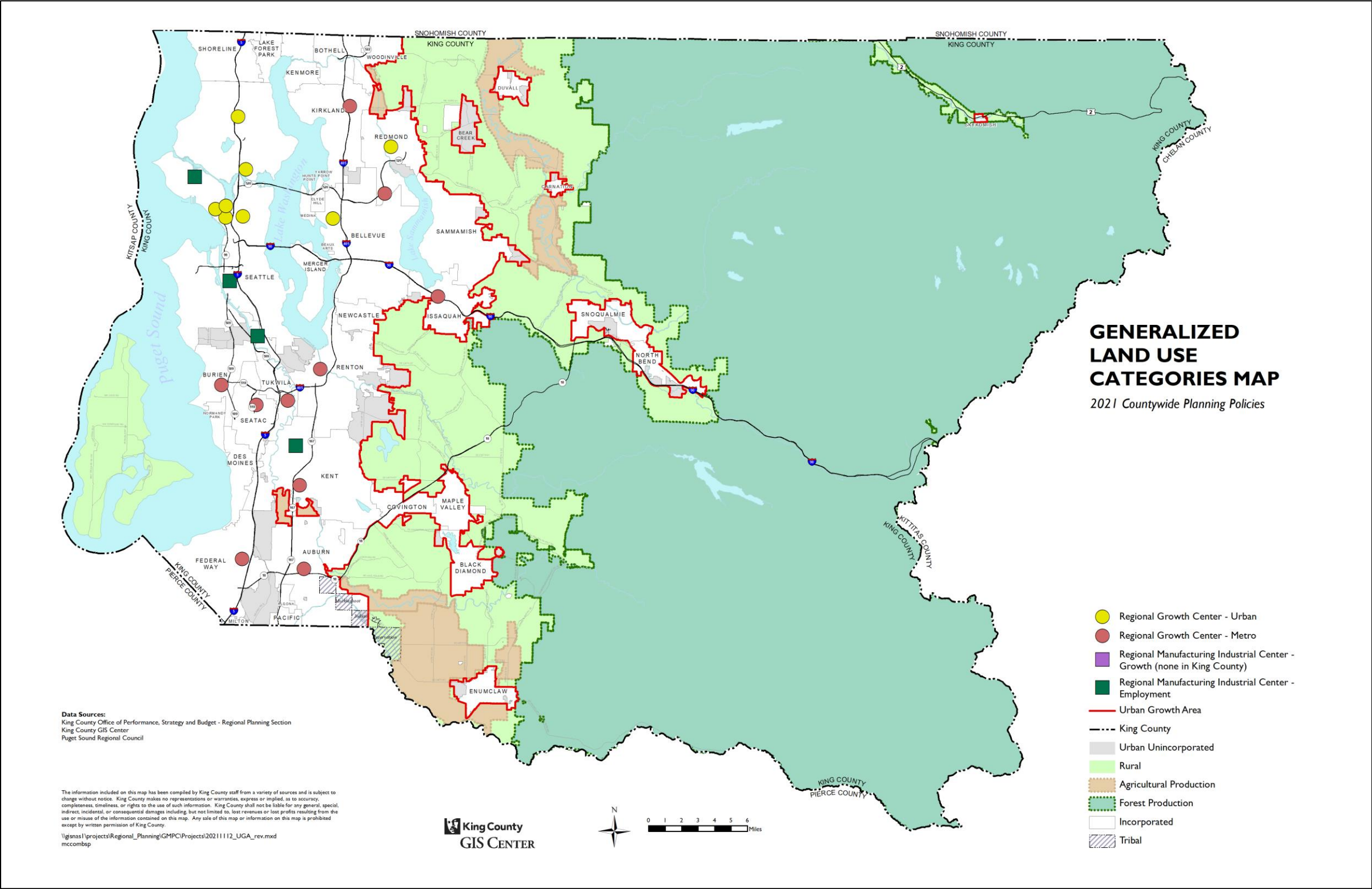
**Public Facility and Disaster Preparedness**

Community resilience is the ability to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. The King County Regional Hazard Mitigation Plan, which was approved in 2020, assesses natural and human-caused hazards that can impact the county. Coordinated planning across all jurisdictions and agencies in King County is the best way to establish broad community resilience. Lack of planning for resilience leads to disproportionate impacts on vulnerable populations.

**PF-26** Support coordinated planning for public safety services and programs, including emergency management, in partnership with frontline communities.

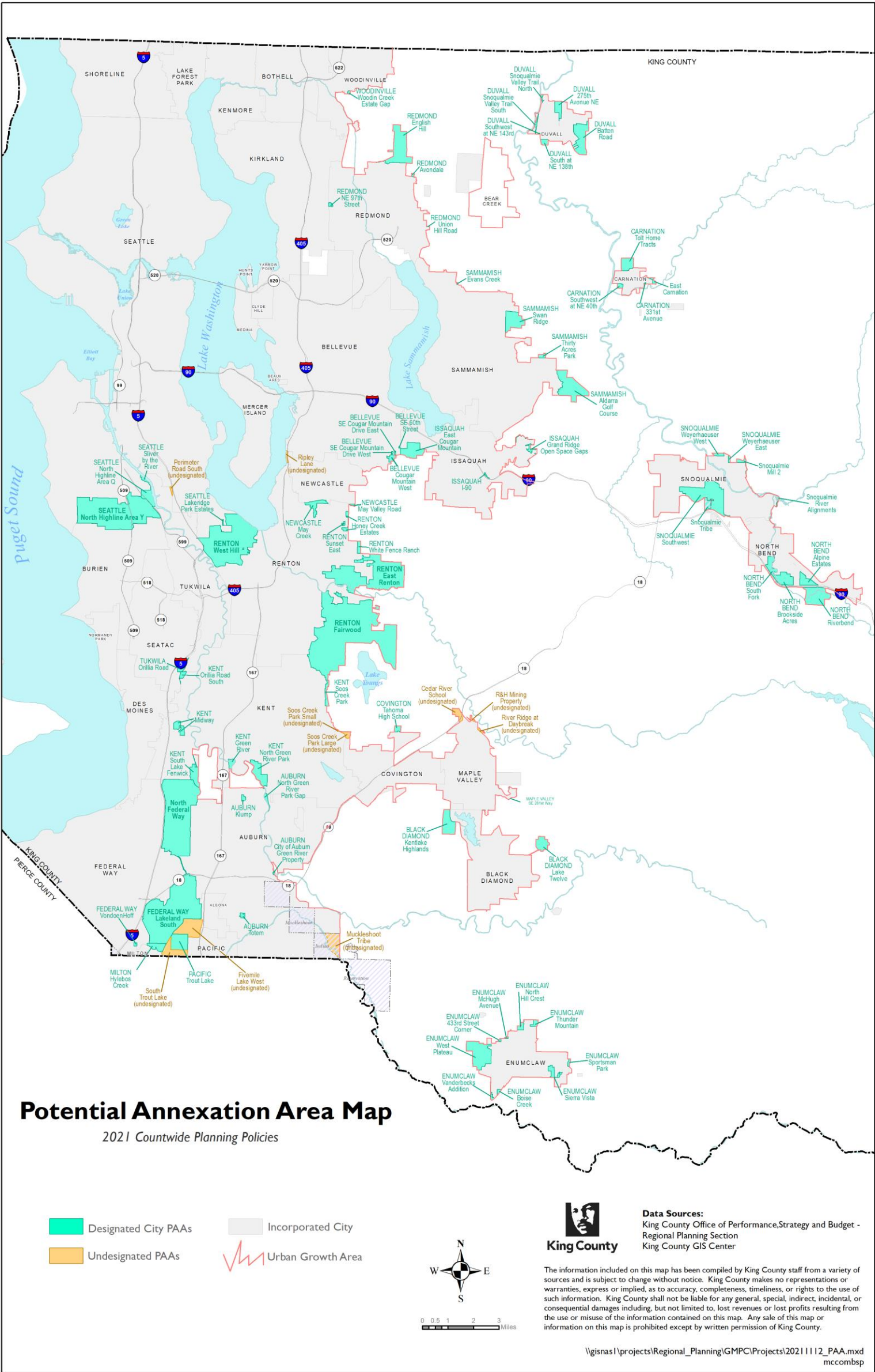
**PF-27** Establish new or expanded sites for public facilities, utilities, and infrastructure in a manner that ensures disaster resiliency and public service recovery.

Appendix 1: Generalized Land Use Categories Map

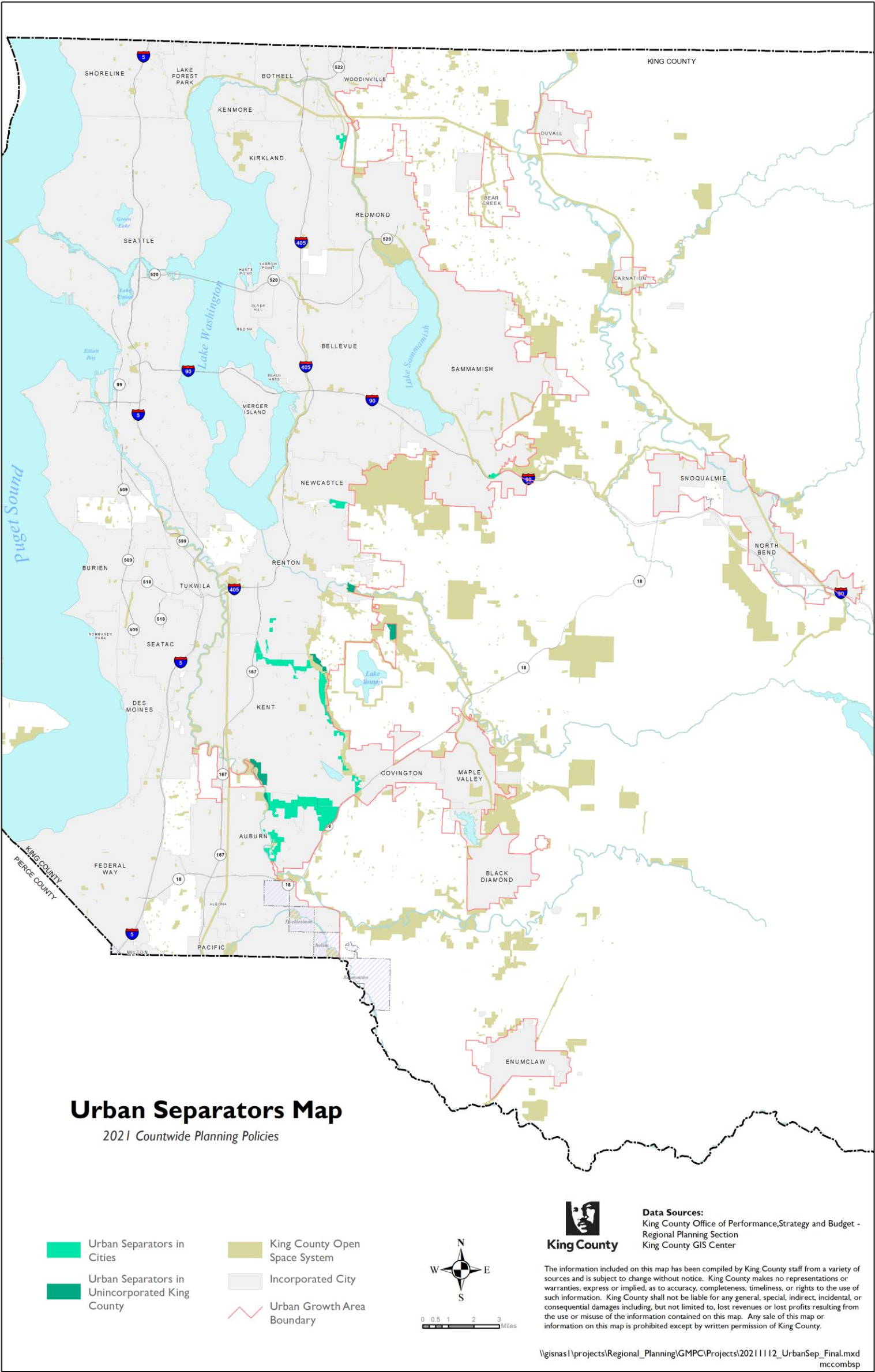




Appendix 2: Potential Annexation Areas Map



Appendix 3: Urban Separators Map





## Appendix 4: Housing Technical Appendix

### Policy H-1: Countywide Need

Each jurisdiction, as part of its Comprehensive Plan housing analysis, will need to address affordability and the condition of existing housing supply as well as its responsibility to accommodate its share of the countywide need for affordable housing as defined in policy H-1. In order for each jurisdiction to address its share of the countywide housing need for extremely low-, very low-, and low-income housing, a four-step approach should be followed:

1. Conduct a housing inventory and analysis;
2. Implement policies and strategies to equitably meet housing needs;
3. Measure results and provide accountability; and
4. Adjust strategies to meet housing needs.

Countywide need, also called the countywide affordable housing need, is the number of additional, affordable homes needed by 2044 so that no household at or below 80 percent AMI spends more than 30 percent of their income on housing. The countywide need for housing is estimated at 263,000 affordable homes affordable at or below 80 percent AMI that need to be built or preserved by 2044 as shown in Table H-1. The countywide need estimate includes both homeownership and rental units and accounts for people experiencing homelessness. The estimates are based on a model in which adding units for households within a given low-income category (e.g., < 30 percent AMI) allows those households to vacate units affordable within the next highest income category (e.g., greater than 30 percent AMI and less than or equal to 50 percent of AMI) each year, in turn addressing needs of cost-burdened households in that income level. The estimates in Table H-1 assume that housing units equal to 1/25<sup>th</sup> of the cost burdened households in each category in 2019 are added annually in each income category until cost burden is eliminated, which occurs in different years for different income categories due to the vacating unit process described earlier. The estimates of housing units needed to address growth also assume income distribution of households added through growth is the same as existing income distribution.

### *Estimating Local Housing Need*

While the CPPs do not prescribe a jurisdictional share of countywide affordable housing need, per RCW 36.70A.070 jurisdictions must include in the housing element of their comprehensive plan:

- an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth, as provided by the department of commerce, including:
  - (i) Units for moderate, low, very low, and extremely low-income households;



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Countywide housing need, housing affordability, and income-restricted housing unit data provided in Tables H-1 and H-2 and through the King County Regional Affordable Housing Dashboard can assist jurisdictions in estimating their local affordable housing needs. Sample calculations using a simplified methodology and potential policy responses for three jurisdictions of varying size and affordability are provided below. As a reminder, Policy H-1 and Table H-1 provides that the countywide need for housing in 2044 by percentage of AMI is:

30 percent and below AMI (extremely low)	15 percent of total housing supply
31-50 percent of AMI (very low)	15 percent of total housing supply
51-80 percent of AMI (low)	19 percent of total housing supply

The sample jurisdictional calculations use fictional data from Table H-3.

**Table H-2: Fictional Jurisdictional Data**

Jurisdiction	Current Housing Units (HU) (2013-2017)								
	0-30% AMI		31-50% AMI		51-80% AMI		Over 80% AMI		All Incomes
	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU	Total HU
Jurisdiction A	2,000	3%	3,000	4%	7,000	10%	58,000	83%	70,000
Jurisdiction B	2,500	4%	20,000	33%	18,000	30%	20,000	33%	60,500
Jurisdiction C	300	3%	600	6%	1,600	17%	7,000	74%	9,500

Source: 2013 - 2017 CHAS

Jurisdiction	Income-Restricted Housing Units (HU) (2019)					
	0-30% AMI		31-50% AMI		51-80% AMI	
	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU
Jurisdiction A	300	0.4%	500	0.7%	2,100	3.0%
Jurisdiction B	300	0.5%	1,200	2.0%	1,800	3.0%
Jurisdiction C	0	0.0%	70	0.7%	80	0.8%

Source: King County Income-restricted Housing Database

Jurisdiction	Future Affordable Housing Need (2044 total units * Countywide Housing Need)								
	0-30% AMI		31-50% AMI		51-80% AMI		Current Housing Units	2044 Housing Growth Target	Total Housing Units in 2044
	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU			
Jurisdiction A	15,750	15%	15,750	15%	19,950	19%	70,000	35,000	105,000
Jurisdiction B	10,875	15%	10,875	15%	13,775	19%	60,500	12,000	72,500
Jurisdiction C	1,710	15%	1,710	15%	2,160	19%	9,500	1900	11,400
Note: This applies the countywide need for affordable housing to each jurisdiction’s projected total housing units in 2044									

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Jurisdiction	Difference from Current Housing Units to 2044 Need		
	0-30% AMI	31-50% AMI	51-80% AMI
	# of HU	# of HU	# of HU
Jurisdiction A	13,750	12,750	12,950
Jurisdiction B	8,375	-9,125	-4,225
Jurisdiction C	1,410	1,110	566
Note: This table shows the gap or overage between the 2044 Housing Unit Need and Current Housing Units			

Jurisdiction	Difference from Current Income-Restricted Housing Units to 2044 Need		
	0-30% AMI	31-50% AMI	51-80% AMI
	# of HU	# of HU	# of HU
Jurisdiction A	15,450	15,250	17,850
Jurisdiction B	10,575	9,675	11,975
Jurisdiction C	1,710	1,640	2,086
Note: This shows the gap or overage between the 2044 Housing Unit Need and Current Income-Restricted Housing Units			

***Jurisdiction A: Large, generally unaffordable***

**Analysis:** Jurisdiction A is a larger jurisdiction with a relatively limited supply of housing affordable to households at or below 80 percent AMI (3 percent, 4 percent, and 10 percent of housing units for 0-30 percent, 31-50 percent, and 51-80 percent AMI respectively). Based on its housing growth target, to meet a proportional share of countywide housing need by 2044, the jurisdiction will need 15,750 units affordable to 0-30 percent AMI, 15,750 units affordable to 31-50 percent AMI and 19,950 units affordable to 51-80 percent AMI. This is a sizeable need compared to current levels of affordability.

**Potential Policy Response:** Given the low levels of currently affordable and income-restricted housing in the community, the jurisdiction will need to employ a diversity of tools – from public subsidy to policy tools like increasing the amount of land zoned for multifamily housing to meet affordability needs. For example, currently, only 3 percent, or 2,000 units, in the jurisdiction are affordable to households at or below 30 percent AMI. Of these units, only 300 are income-restricted. This means the jurisdiction will need to focus significant attention on creating new deeply affordable units as well as preserving any currently affordable units that are not income-restricted. Given the scale of the affordability gap, however, the jurisdiction’s primary focus should be on income-restricted housing production strategies. This could also include purchasing currently unaffordable housing units and holding rents relatively steady until they are affordable, a strategy recently employed by the King County Housing Authority. As the

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impact of overall housing supply increases on prices are uncertain, the jurisdiction should monitor affordability levels as overall supply of unrestricted housing units increases.

### ***Jurisdiction B: Medium, currently affordable to all but the lowest incomes***

*Analysis:* Jurisdiction B is a medium-sized jurisdiction with a large supply of housing affordable to households at 31-80 percent of AMI. If that housing was preserved at current affordability levels, it would more than provide a proportional share of housing to meet countywide affordable housing need. However, the jurisdiction lacks housing affordable to households at the lowest income level (0-30 percent AMI) and only a small portion of its housing is income-restricted, leaving prices vulnerable to market forces and residents vulnerable to displacement.

*Potential Policy Response:* Given the current levels of affordability in the community, Jurisdiction B should focus on rehabilitation and preservation of both income-restricted housing at or below 80 percent AMI and unrestricted housing affordable at all income levels, and production of housing affordable to households at or below 30 percent AMI. Preservation may entail supporting affordable housing providers in the purchase of housing units that are currently affordable to households at or below 80 percent AMI, as well as investing in programs that improve the quality and safety of existing housing stock.

### ***Jurisdiction C: Small, moderately affordable, low growth target, limited transit, large lot sizes***

*Analysis:* Jurisdiction C is a smaller jurisdiction with some existing housing affordable to households at or below 80 percent AMI, but very little income-restricted housing. Compared to jurisdictions A and B, it has a low growth target, meaning that its future need for affordable housing is much larger than its projected growth. In addition, the jurisdiction lacks significant plans for transit investment and most of the current housing is on very large-sized lots, as prescribed by current zoning.

*Potential Policy Response:* Jurisdiction C will need to explore preservation and production tools appropriate to its context to increase its supply of affordable housing, particularly income-restricted housing. Likely, it will need to use land use policies to increase the diversity of housing types in the jurisdiction, as well as use public resources to support affordable housing production. The jurisdiction may also wish to engage with neighboring jurisdictions with better transit and employment access to determine if it makes sense to contribute to affordable housing production elsewhere in its sub-region in order to support job and service access for residents of affordable housing. However, this approach should be balanced with attention to providing equitable access to high opportunity areas, such as areas with quality schools and open space, to low-income residents and residents of color.

*2021 King County Countywide Planning Policies***Policy H-2: Extremely Low-Income Households**

The countywide need is the greatest for households at or below 30 percent AMI (extremely low-income). It will take significant cross-sector and cross-jurisdictional collaboration and resources to effectively and equitably meet the needs of these households. Jurisdictions are encouraged to explore emerging best practices to effectively meet the needs of extremely low-income households, including but not limited to:

- mitigating environmental concerns for compromised properties with proposed permanent supportive housing (PSH) projects;
- prioritizing vacant lands for PSH over other uses;
- making surplus publicly-owned lands suitable for 0-30 percent AMI housing development available for long-term lease or purchase at a reduced cost for extremely low-income housing;
- creating a unique dwelling type for PSH coupled with cost reduction strategies for this housing type;
- reducing fees, taxes, permit and hookup fees for PSH projects;
- streamlining design and permit review for PSH projects;
- increasing buildable height and/or floor area ratio for PSH; and
- reducing or removing cost requirements such as vehicular parking requirements for PSH.

**Policy H-3: Housing Supply and Needs Analysis**

As set forth in policy H-4, each jurisdiction must include in its comprehensive plan an inventory of the existing housing stock and an analysis of both existing housing needs and housing needed to accommodate projected population growth over the planning period. This policy reinforces requirements of the Growth Management Act for local Housing Elements. The housing supply and needs analysis is referred to in this appendix as the housing analysis. As is noted in policy H-1, H-2, and H-4, the housing analysis must consider local as well as countywide housing needs because each jurisdiction has a responsibility to address its share of the countywide affordable housing need.

The purpose of this section is to provide further guidance to local jurisdictions on the subjects to be addressed in their housing analysis. Additional guidance on carrying out the housing analysis is found in the Puget Sound Regional Council's report, "Housing Element Guide: A PSRC Guidance Paper (July 2014)," Washington State Department of Commerce's report, "Guidance for Developing a Housing Needs Assessment" (March 2020); and the Washington Administrative Code, particularly 365-196-410 (2)(b) and (c). The Washington State Department of Commerce also provides useful information about housing requirements under the Growth Management Act in the "Growth Management Planning for Housing - Washington State Department of Commerce" portion of their website

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### *Housing Supply*

Understanding the mix and affordability of existing housing is the first step toward identifying gaps in meeting future housing needs.

Table H-3 shows the current housing supply by jurisdiction and affordability levels, using data from 2013-2017 CHAS broken out by different income segments and 2019 housing unit data estimated by the Washington State Office Financial Management (OFM) which OFM does not break out by income segments. The 2019 OFM data serves as the base year for each jurisdiction's 2044 housing growth targets and appears in Table H-1. The OFM housing units were allocated to different AMI bands by applying the percent share of total housing supply in each income segment as reported in the 2013-2017 CHAS data to the total housing units reported by OFM for 2019. These 2019 current housing units in each income segment are added to the countywide need (the total additional affordable housing units needed between 2019-2044) by AMI reported in Table H-1 to determine the Total Affordable Housing Units Needed by 2044.

Figures in Table H-3 include both rental and ownership units. Note that while some jurisdictions have an adequate supply of housing affordable to low-income households (51 to 80 percent of AMI) and very low-income households (31-50 percent of AMI), no jurisdiction in the county has sufficient housing affordable to extremely low-income households (0 to 30 percent of AMI) to meet a proportional share of existing needs as shown in Table H-1. This is where the greatest need exists and should be a focus for all jurisdictions.

Table H-3 will be updated annually and will be made publicly available on the Regional Affordable Housing Dashboard. While Table H-3 provides a starting point for understanding current housing supply by jurisdiction, other metrics are required to fully measure housing need. Jurisdictions may choose to supplement the data in Table H-3 with other data sources, such as PUMS, ACS, or their own housing inventories that may be more current or use different underlying assumptions. Because data sources vary in the time period they measure, the assumptions required to analyze the data, and the sampling techniques they use, they may produce results that do not perfectly align with Table H-3. Jurisdictions should use the methodology documented here to explain the causes and implications of differences between alternative methodologies and the information presented in Table H-3.

The methodology used to calculate current housing units in Table H-3 is summarized as follows:

1. CHAS data is downloaded from the [HUD website](#). Select the most recent vintage of data (in this instance it was 2013-2017 ACS 5-year average data") for the data year, select the "Counties split by Place" Geographic Summary Level, which provides data at a

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jurisdictional level, select “csv” for the file type, and then download the data. This will download all the CHAS tables, as well as a data dictionary.

2. Tables 17A, 17B, 18A, 18B, and 18C have data on housing units and what AMI brackets they are affordable at. Tables 17A and 17B include data on vacant units for ownership and rental units respectively. These vacant units are included in the totals, because while vacant units are not currently being rented, they are still a part of a jurisdiction’s housing supply, and many vacant units are available to rent or buy. Tables 18A, 18B, and 18C include data on occupied ownership units with a mortgage, occupied ownership units without a mortgage, and occupied rental units respectively. All these units are also included in the totals in Table H-3.
3. To calculate how many units are in each jurisdiction at each AMI band, calculate those totals for tables 17A, 17B, 18A, 18B, and 18C and then sum them all together. To calculate total numbers of units by AMI, use the subtotal columns of the CHAS data. The data dictionary that comes with the CHAS tables shows which columns are subtotal columns. Multiple subtotal columns must be added together to get the total number of units affordable at a certain AMI. For example, in Table 18A, to get the total number of units affordable at 0-50 percent AMI, the columns T18B\_est3, T18B\_est28, T18B\_est53, T18B\_est78 must be summed, as each column represents a different number of units in the structure. The columns that must be summed together differ slightly based on the table. Refer to the data dictionary to ensure that the correct columns are chosen, as these may change slightly year to year.
4. CHAS uses RHUD for rental units and VHUD for ownership units as measures of affordability that correspond to AMI. For example, units that have a value of “less than or equal to RHUD30” are marked as being affordable at 0-30 percent AMI. Unlike with rental units, for the home ownership units found in tables 17A, 18A, and 18B, CHAS does not differentiate between VHUD0 to VHUD30 units and VHUD 30 to VHUD50 units. It instead combines them all into a “Value less than or equal to VHUD50” category. Since affordability is measured at 0-30 percent AMI and 30-50 percent AMI separately in Table H-3, assume that all units in the “Value less than or equal to VHUD50” are actually only affordable at 30-50 percent AMI, and are included in that column. Thus, all 0-30 percent AMI units in Table H-3 are rental units. This assumption is made because of the distribution of home prices in King County, where almost no homes are affordable to households making 0-30 percent AMI.
5. Once each of Tables 17A, 17B, 18A, 18B, and 18C have been totaled to get the number of units available at each AMI band, and the home ownership units in the “Value less than or equal to VHUD50” category have been recoded to be equal to 30-50 percent AMI, combine the totals of each table to get countywide totals. RHUD and VHUD

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categories should now line up for all categories up to 80 percent AMI and can thus be combined and re-labeled with the AMI categories seen in Table H-3. While categories above 80 percent don't align between renter and ownership tables, they can all be combined into one over 80 percent AMI category.

6. Then take the sum of each AMI band to get the value in the "All Incomes" column. These values may differ slightly from the total units calculated using the CHAS "Total" columns, as individual "Subtotal" columns round units in the "Subtotal" columns (see [here for more information](#) on CHAS's rounding methodology). This has only a minimal impact on overall totals. Then, calculate what percentage of each jurisdiction's housing supply is in each AMI band by dividing the number of units in each AMI band by the total number of units. Note that the totals included in the "% of Total HU" columns in table H-3 are rounded. The actual, unrounded percentages are used in the following steps. To calculate the unrounded percentages, in the "Housing Units (HU) 2017" section of the table divide the "# of HU" column amounts by the "Total HU" column amount for each jurisdiction.
7. To find the "All Housing" units data in the "2019 HU" column refer to the King County rows in the "2019 Postcensal Estimate of Total Housing Units" column in the Washington State Office of Financial Management's (OFM) April 1 postcensal estimates of housing: 1980, 1990-present. Sum these values to get the total estimated housing units for 2019 countywide.
8. To break out OFM's reported total countywide housing unit number, apply the percent share of housing units by AMI found in the "% of Total HU" columns to the total housing units reported by OFM for each jurisdiction in the "Total HU" column in the "HU 2019" section of the table for each jurisdiction and each AMI band. Then sum all jurisdictions totals together for each AMI band, then round the total to the nearest thousandth. This will give you the total units reported in "Countywide Total HU, 2019" row.
9. Add the current "Countywide Total HU, 2019" totals by AMI with the "Total Additional Affordable Housing Units Needed" (2019-2044) by AMI reported in Table H-1 to determine the Total Affordable Housing Units Needed by 2044 in Table H-1, which includes current housing units.



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Table H-3: Housing Affordability for King County Jurisdictions by Regional Geographies

Regional Geography and Jurisdiction	Housing Units (HU) 2017 <sup>4</sup>								HU 2019 <sup>5</sup>	
	0-30% AMI		31-50% AMI		51-80% AMI		Over 80% AMI		0-30% AMI	31-50% AMI
	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU	# of HU	% of Total HU	Total HU	Total HU
<b>Metropolitan Cities</b>										
Bellevue	1,750	3%	2,814	5%	6,363	11%	46,400	81%	57,327	62,372
Seattle	19,330	6%	32,655	10%	55,910	17%	212,875	66%	320,770	367,806
<b>Core Cities</b>										
Auburn	1,335	5%	9,400	38%	6,590	26%	7,660	31%	24,985	27,391
Bothell	390	4%	1,200	11%	2,075	19%	7,215	66%	10,880	12,208
Burien	985	5%	4,879	26%	5,155	27%	8,003	42%	19,022	20,793
Federal Way	1,430	4%	9,170	26%	12,450	35%	12,695	36%	35,745	37,257
Issaquah	715	5%	845	6%	1,770	12%	11,750	78%	15,080	16,801
Kent	1,970	4%	11,195	25%	14,769	33%	16,720	37%	44,654	48,228
Kirkland	1,125	3%	2,325	6%	4,775	13%	28,405	78%	36,630	39,312
Redmond	640	3%	1,325	5%	2,705	11%	20,365	81%	25,035	28,619
Renton	1,720	4%	7,285	19%	10,160	26%	20,133	51%	39,298	42,855
SeaTac	350	3%	3,400	34%	3,460	35%	2,799	28%	10,009	10,855
Tukwila	385	5%	2,150	30%	2,680	38%	1,909	27%	7,124	8,445
<b>High Capacity Transit Communities</b>										
Des Moines	585	5%	3,015	25%	2,999	25%	5,244	44%	11,843	12,898
Kenmore	255	3%	1,070	12%	1,190	14%	6,135	71%	8,650	9,485
Lake Forest Park	105	2%	344	7%	419	8%	4,325	83%	5,193	5,494
Mercer Island	270	3%	380	4%	400	4%	9,015	90%	10,065	10,506
Newcastle	60	1%	115	3%	480	11%	3,699	85%	4,354	5,214
Shoreline	1,180	5%	2,090	9%	4,440	20%	14,425	65%	22,135	24,127
Woodinville	150	3%	280	6%	495	10%	3,825	81%	4,750	5,450
<b>Cities &amp; Towns</b>										
Algona	8	1%	404	43%	350	38%	169	18%	931	1,053
Beaux Arts	-	0%	8	6%	4	3%	114	90%	126	119
Black Diamond	40	2%	350	21%	230	14%	1,070	63%	1,690	1,808
Carnation	34	5%	119	19%	134	21%	354	55%	641	817
Clyde Hill	10	1%	39	3%	15	1%	1,055	94%	1,119	1,100
Covington	160	2%	790	11%	2,280	33%	3,770	54%	7,000	7,102
Duvall	50	2%	200	8%	250	10%	2,085	81%	2,585	2,684
Enumclaw	265	6%	1,469	31%	1,495	32%	1,515	32%	4,744	5,228
Hunts Point	4	3%	12	8%	4	3%	139	87%	159	186
Maple Valley	220	2%	530	6%	1,450	16%	6,650	75%	8,850	9,280
Medina	15	1%	19	2%	10	1%	1,125	96%	1,169	1,233
Milton	20	6%	99	28%	59	17%	175	50%	353	608
Normandy Park	150	5%	235	8%	220	8%	2,200	78%	2,805	2,876
North Bend	95	4%	340	14%	390	16%	1,565	65%	2,390	2,783
Pacific	40	2%	934	39%	840	35%	600	25%	2,414	2,460
Sammamish	180	1%	365	2%	853	4%	19,615	93%	21,013	22,159
Skykomish	4	6%	23	34%	8	12%	33	49%	68	173
Snoqualmie	45	1%	169	4%	293	7%	3,664	88%	4,171	4,748
Yarrow Point	4	1%	4	1%	8	2%	419	96%	435	416
<b>Urban Unincorporated &amp; Rural</b>										
Unincorporated King County	2,465	3%	7,287	10%	12,223	17%	48,920	69%	70,895	93,179
Countywide Total HU, 2017 <sup>5</sup>	38,539	5%	109,333	13%	160,401	19%	538,834	64%	847,107	956,128
Countywide Total HU, 2019 <sup>6</sup>	44,000	5%	122,000	13%	180,000	19%	610,000	64%	956,000	
Countywide Total HU Needed by 2044	188,000	15%	185,000	15%	236,000	19%	644,000	51%	1,253,000	

<sup>4</sup> Source: CHAS 2013-2017 (released August 25, 2020)<sup>5</sup> Source: 2019 data from Office of Financial Management's April 1 postcensal estimates of housing: 1980, 1990-present. Percentages are rounded.<sup>6</sup> Extrapolated using the percent share of total housing units from CHAS 2013-2017 and 2019 total housing unit data from Washington State Office of Financial Management's April 1 postcensal estimates of housing: 1980, 1990-present. Figures are rounded, see methodology above for how to recreate unrounded totals.



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### *Housing Needs*

The housing needs part of the housing analysis should include demographic data related to existing population, household and community trends that could impact future housing demand (e.g. aging of population). This data will be derived from a mixture of jurisdictional records, county datasets, state datasets, and federal datasets. The identified need for future housing should be consistent with the jurisdiction's population growth and housing targets. Combined with the results of the needs analysis, these data can provide direction on appropriate goals and policies for both the housing and land use elements of a jurisdiction's comprehensive plan.

The following guidance is offered to ensure the housing inventory and analysis data is consistently utilized and reported by all jurisdictions in King County:

- *Affordability gap* means the comparison of a jurisdiction's housing supply as compared to the countywide need percentages expressed in policy H-1. 2013-2017 housing supply is included in table H-3 in this appendix. The County will update this table annually and make it available online.
- *Age* means built in 2014 or later, built 2010 to 2013, built 2000 to 2009, built 1990-1999, built 1980 to 1989, built 1970 to 1979, built 1960 to 1969, built 1950 to 1959, built 1940 to 1949, built 1939 or earlier.
- *Number of bedrooms* means no bedroom, 1 bedroom, 2 or 3 bedrooms, and 4 or more bedrooms.
- *Condition* means lacking complete plumbing facilities, lacking complete kitchen facilities, and/or no telephone service available.
- *Tenure* means renter-occupied and owner-occupied.
- *Income-restricted units* should be reported by AMI limit (i.e.  $\leq 30$  percent AMI,  $\leq 50$  percent AMI, and  $\leq 80$  percent AMI).
- *Moderate-density housing* means the following housing types: 1-unit attached; 2 units; 3 or 4 units; 5 to 9 units; 10 to 19 units. High-density housing means the following housing types: 20 or more units.
- *Household income by AMI* means equal to or less than 30 percent AMI, above 30 percent to 50 percent AMI; above 50 percent to 80 percent AMI, above 80 percent to 100 percent AMI, above 100 percent to 120 percent AMI, and above 120 percent AMI.
- *Housing cost burden* means a household spends more than 30 percent of its household income on housing costs.
- *Severe housing cost burden* means a household spends more than 50 percent of its household income on housing costs.

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- *Displacement risk* means where residents and businesses are at greater risk of displacement based on PSRC's index or equivalent composite set of risk indicators such as: socio-demographics, transportation qualities, neighborhood characteristics, housing, and civic engagement.

### **Policy H-5: Evaluate Effectiveness**

Prior to updating their comprehensive plan, a jurisdiction must evaluate the effectiveness of existing housing policies and strategies to meet a significant share of countywide need. This will help a jurisdiction identify the need to adjust current policies and strategies or implement new ones. Where possible, jurisdictions are encouraged to identify actual housing units created, by affordability level, since their last comprehensive plan update.

This evaluation must also identify gaps in existing partnerships, policies, and dedicated resources for meeting the countywide need and eliminating racial and other disparities in access to housing and neighborhoods of choice. This exercise helps a jurisdiction understand what other strategies it should pursue beyond updating the comprehensive plan to meet the goals of this chapter. Some strategies, like inclusionary housing or new dedicated resources, will be easier to evaluate a quantitative impact and for others, it may be more qualitative. Jurisdictions without the ability to identify the impact of each policy may wish to describe the policies and programs that contributed to creating or preserving a given number of income-restricted units, special needs housing units, etc.

### **Policy H-6: Racial Exclusion and Discrimination**

To inform a comprehensive plan strategy, a jurisdiction must also document the local history of racially exclusive and discriminatory land use and housing practices, consistent with local and regional fair housing reports and other resources.

A jurisdiction must also explain the extent to which that history is still reflected in current development patterns, housing conditions, tenure, and access to opportunity. Examples of suitable data include, but are not limited to:

- homeownership rates by race/ethnicity and age;
- concentration or dispersion of affordable housing or housing choice voucher usage within the jurisdiction;
- affordability of housing in the jurisdiction to the median income household of different races and ethnicities;
- racial demographics by neighborhood, e.g. degrees of integration and segregation;

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- access to areas of opportunity by race and ethnicity;
- demographics of residents in areas of high displacement risk; and
- results of fair housing testing performed or fair housing complaint data within a jurisdiction.

Jurisdictions must also identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including but not limited to:

- zoning that may have a discriminatory effect;
- disinvestment; and
- infrastructure availability.

Racially restrictive housing covenants, unrecognized treaties with tribes, current exclusionary zoning, and lack of investment in affordable housing are examples of discriminatory practices or policies a jurisdiction could include in an assessment. Jurisdictions should not limit their review to local policies and regulations. The region should share resources and work together to develop a shared understanding of how racist or discriminatory housing practices and disparities were perpetuated by all levels of government as well as the private sector. While each jurisdiction's assessment will be unique, King County jurisdictions are encouraged to identify federal, state, and regional practices as well as local.

Finally, a jurisdiction must demonstrate how current strategies are addressing impacts of those racially exclusive and discriminatory policies and practices. Using this information jurisdictions should identify and implement policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions consistent with the policies in the "Implement Policies and Strategies to Equitably Meet Housing Needs" section.

Jurisdictions are encouraged to refer to the 2019 King County Analysis of Impediments to Fair Housing Choice (Analysis of Impediments) to understand current barriers to fair housing choice. In addition to the guidance offered in this technical appendix, the County will support jurisdictions in identifying and compiling resources, such as University of Washington reports and databases, to support this analysis.

### **Policy H-7: Collaborate Regionally**

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The lack of homes affordable to low-income households is a regional problem that requires regional solutions. Jurisdictional collaboration with diverse partners is key to an effective regional response. Jurisdictions in their collaboration are encouraged to:

- address the countywide housing need;
- engage and collaborate with other entities in efforts to fund, site, and build affordable housing;
- join resources;
- raise public and private resources together to provide the additional subsidies required to develop housing at deeper levels of affordability;
- support affordable housing development or preservation in each other's jurisdictions; and
- take other collaborative action to address the countywide housing need.

Partners collaborating with jurisdictions are encouraged to support the following needs:

- technical assistance;
- organizational capacity building;
- land donations;
- financial contributions for operating and capital needs to support affordable housing development, maintenance and operations needs;
- funding for other needs such as data and monitoring infrastructure; and
- advocate for efforts to fund, site, and build affordable housing.

### **Policies H-9 through H-24: Implement Policies and Strategies to Meet Housing Needs Equitably**

Jurisdictions need to employ a range of policies, incentives, strategies, actions, and regulations tailored to equitably meet their housing need. The Puget Sound Regional Council's Housing Innovations Program<sup>7</sup> presents a range of strategies. The strategies can be filtered by objective, project type, and affordability level. Strategies marked with an asterisk include more detail and are proven to be particularly effective at meeting regional housing goals. The Municipal Research and Services Center (MSRC) and Washington State Department of Commerce also offers affordable housing-related resources on their websites, including information about techniques and incentives for encouraging and planning for housing affordability.

Local jurisdictions may also refer to this table for suitable strategies, largely derived from recommendations from the December 2018 Regional Affordable Housing Task Force Final Report and Recommendations. King County's Department of Community and Human Services

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<sup>7</sup> PSRC Housing Innovations Program <https://www.psrc.org/hip>

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will work to periodically update these suggestions on the King County website if new strategies and best practices emerge.

Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
<b>H-9</b> Collaborate with populations most disproportionately impacted by housing cost burden in developing, implementing and monitoring strategies that achieve the goals of this chapter. Prioritize the needs and solutions articulated by these disproportionately impacted populations.	<p>Suggested strategies to ensure the process to plan for meeting countywide housing need is equitable include:</p> <ul style="list-style-type: none"> <li>• Providing capacity grants to organizations representing target communities to support engagement</li> <li>• Providing other support to ensure those most disproportionately impacted have equitable access to participate in planning discussions (e.g. evening meetings, translation services, food, and childcare or travel stipends)</li> <li>• Establishing clear decision-making structures that ensures disproportionately impacted populations' needs and solutions are prioritized and community members and leaders, organizations, and institutions share power, voice, and resources</li> </ul>
<b>H-10</b> Adopt intentional, targeted actions that repair harms to Black, Indigenous, and People of Color (BIPOC) households from past and current racially exclusive and discriminatory land use and housing practices (generally identified through Policy H-6). Promote equitable outcomes in partnership with communities most impacted.	<p>A suggested approach to identifying reparative strategies includes:</p> <ul style="list-style-type: none"> <li>• Looking at how current policies are working to undo past racially exclusive and discriminatory land use and housing practices or where they might be perpetuating that history</li> <li>• When current policies are perpetuating the harm, implementing equitable countermeasures to remove those policies and their impacts and mitigate disparate impacts on housing choice, access, and affordability</li> <li>• Using PSRC's Regional Equity Strategy and associated tools and resources to center equity in comprehensive planning processes and intended outcomes</li> </ul> <p>Specific policies and strategies include:</p>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>• Reduce or eliminate exclusionary zoning</li> <li>• Implement anti-displacement strategies, which include addressing housing stability for low-income renters and owners as well as preserving cultural diversity of the community</li> <li>• Implement policies that increase affordable homeownership opportunities for Black, Indigenous, and People of Color communities</li> <li>• Distribute affordable housing throughout a jurisdiction, with a focus on areas of opportunity</li> <li>• Consider environmental health of neighborhoods where affordable housing exists or is planned and plan for environmentally healthy neighborhoods</li> <li>• Support and prioritize projects that promote access to opportunity, anti-displacement, and wealth-building opportunities for Black, Indigenous, and People of Color communities</li> </ul> <p>Strategies for promoting equitable outcomes in partnership with communities most impacted include:</p> <ul style="list-style-type: none"> <li>• Utilize an equity impact review tool when developing or implementing policies or strategies</li> <li>• Create and utilize a community engagement toolkit</li> <li>• Intentionally include and solicit engagement from members of communities of color or low-income households in policy decision-making and committees</li> </ul>
<b>H-11</b> Adopt policies, incentives, strategies, actions, and regulations that increase the supply of long-term income-restricted housing for extremely low-, very low-, and low-income households and households with special needs.	<p>Suggested strategies to help meet the need at these affordability levels include:</p> <ul style="list-style-type: none"> <li>• Increase financial contributions to build, preserve, and operate long-term income-restricted housing</li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>• Increase the overall supply and diversity of housing throughout a jurisdiction, including both rental and ownership</li> <li>• Provide housing suitable for a range of household types and sizes, including housing suitable and affordable for households with special needs, low-, very low-, and extremely low-incomes</li> <li>• Implement policies that incentivize the creation of affordable units, such as Multifamily Tax Exemption, inclusionary zoning, and incentive zoning, and density bonus</li> <li>• Coordinate with local housing authorities to use project-based rental subsidies with incentive/ inclusionary housing units to achieve deeper affordability</li> <li>• Implement policies that reduce the cost to develop affordable housing</li> <li>• Implement universal design principles to ensure that buildings and public spaces are accessible to people with or without disabilities</li> <li>• Support sustainable housing development</li> <li>• Promote units that accommodate large households and/or multiple bedrooms</li> <li>• Prioritize strategies for implementation that will result in the highest impact towards addressing the affordable housing gap at the lowest income levels</li> </ul>
<b>H-12</b> Identify sufficient capacity of land for housing including, but not limited to: income-restricted housing; housing for moderate-, low-, very low-, and extremely low-income households; manufactured housing; multifamily housing; group homes; foster care facilities; emergency housing; emergency shelters; permanent supportive housing; and within an urban growth area boundary, duplexes, triplexes, and townhomes.	<p>An approach to identifying sufficient capacity for housing types is:</p> <ul style="list-style-type: none"> <li>• Consider the local and regional housing needs and available land capacity identified in H-4. For example, a jurisdiction that doesn't have any unhoused people may still need to provide sufficient capacity for this population if unmet need exists within the county or subregion</li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>Determine if current capacity is sufficient to meet future needs. For example, most permanent supportive housing will require multifamily zoning</li> <li>Collaborate with other jurisdictions to identify the subregional or countywide capacity needed for these housing types if current need within a jurisdiction is substantially less than the countywide need for that housing type</li> </ul>
<b>H-13</b> Implement strategies to overcome cost barriers to housing affordability. Strategies to do this vary but can include updating development standards and regulations, shortening permit timelines, implementing online permitting, optimizing residential densities, reducing parking requirements, and developing programs, policies, partnerships, and incentives to decrease costs to build and preserve affordable housing.	<p>Suggested strategies to overcome cost barriers to housing affordability to consider addressing include:</p> <ul style="list-style-type: none"> <li>Reduce vehicular parking requirements</li> <li>Reduce permitting timelines</li> <li>Increase the predictability of the permitting process</li> <li>Reduce sewer fees for affordable housing</li> <li>Reduce utility, impact and other fees for affordable housing and Accessory Dwelling Units (ADUs)</li> <li>Streamline permitting process for affordable housing development and ADUs</li> <li>Update building codes to promote more housing growth and innovative, low-cost development</li> <li>Explore incentives similar to the Multifamily Tax Exemption for the development of ADUs for low-income households</li> <li>Maximize and expand use of the Multifamily Tax Exemption</li> <li>Offer suitable public land at reduced or no cost for affordable housing development</li> <li>Before implementing a policy, consider how it will impact the cost to build affordable homes</li> </ul>
<b>H-14</b> Prioritize the use of local and/ regional resources (e.g. funding, surplus property) for income-restricted housing, particularly for	<p>Suggested strategies to effectively prioritize the use of resources include:</p>



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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
extremely low-income households, populations with special needs, and others with disproportionately greater housing needs. Consider projects that promote access to opportunity, anti-displacement, and wealth-building for Black, Indigenous, and People of Color communities to support implementation of policy H-10.	<ul style="list-style-type: none"> <li>• Partner with communities most disproportionately impacted by the housing crisis, including extremely low-income households and Black, Indigenous, and People of Color (BIPOC) communities to inform resource design and allocation decisions. These decisions should prioritize strategies that reduce and undo disproportionate harm to these communities consistent, recognizing that specific needs of these communities may vary based on location</li> <li>• Identify and prioritize underutilized publicly owned land and nonprofit/ faith communities for the creation of income-restricted housing, both rental and homeownership</li> <li>• Prioritize sites near transit, quality schools, parks and other neighborhood amenities</li> <li>• Fund acquisition and development of prioritized sites</li> <li>• Prioritize public funding resources in a manner consistent with policy H-9</li> <li>• Consider the countywide median income levels of BIPOC households when designing affordable homeownership programs and set the affordability levels such that they are accessible to the median BIPOC households considered</li> </ul>
<b>H-15</b> Increase housing choices for everyone—particularly those earning lower wages—that is co-located with, accessible to, or within a reasonable commute to major employment centers and affordable to all income levels. Ensure there are zoning ordinances and building policies in place that allow and encourage housing production at levels that improve jobs-	<p>Strategies to increase housing choice near employment and affordable to all include but are not limited to<sup>8</sup>:</p> <ul style="list-style-type: none"> <li>• Update zoning and land use regulations (including in single-family low-rise zones) to increase density and diversify housing choices, including but not limited to:</li> </ul>

<sup>8</sup> PSRC's Housing Innovations Program (HIP) website provides a searchable database of dozens of suggested strategies. Please refer to their database for a more comprehensive list of strategies.

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
housing balance throughout the county across all income levels.	<ul style="list-style-type: none"> <li>○ Accessory Dwelling Units (ADU) and Detached Accessory Dwelling Units (DADUs)</li> <li>○ Duplex, Triplex, Four-plex</li> <li>○ Zero lot line townhomes, row houses, and stacked flats</li> <li>○ Micro/efficiency units</li> <li>○ Manufactured housing preservation</li> <li>○ Group homes</li> <li>○ Foster care facilities</li> <li>○ Emergency housing</li> <li>○ Emergency shelters</li> <li>○ Permanent supportive housing</li> <li>○ Low-rise and high-density multifamily development</li> <li>○ Housing development that accommodates large households and/or multiple bedrooms</li> <li>● Implement strategies that provide for affordable housing near employment centers, such as: <ul style="list-style-type: none"> <li>○ Project-level tools like affordability covenants when funding income-restricted units or development agreements</li> <li>○ Incentives such as density bonuses, incentive zoning, or Multifamily Tax Exemption</li> <li>○ Other regulatory tools such as commercial linkage fees, inclusionary zoning, or TOD overlays</li> <li>○ Other financial tools such as public land for affordable housing</li> </ul> </li> </ul>
<b>H-16</b> Expand the supply and range of housing types—including affordable units—at densities sufficient to maximize the benefits of transit investments throughout the county.	<p>Suggested zoning, regulation, and incentive strategies to be applied near transit station areas and transit corridors served by high-capacity or frequent transit include:</p> <ul style="list-style-type: none"> <li>● Requiring minimum densities in these areas</li> <li>● Providing enough multifamily zoning to accommodate a significant amount of</li> </ul>

## 2021 King County Countywide Planning Policies

Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<p>the jurisdictional share of affordable housing in these areas</p> <ul style="list-style-type: none"> <li>• Implementing comprehensive inclusionary/ incentive housing policies in existing and planned frequent transit service areas to achieve the deepest affordability possible through land use incentives, which may include increased density; reduced parking requirements, reduced permit fees, exempted impact fees, Multifamily Tax Exemption, and programmatic Environmental Impact Statements</li> <li>• Evaluate and update zoning in transit areas in advance of transit infrastructure investments</li> <li>• Evaluate the impact of development fee reductions in transit areas and implement reductions if positive impact</li> <li>• Implement comprehensive inclusionary/incentive housing policies in all existing and planned frequent transit service to achieve the deepest affordability possible through land use incentives</li> <li>• Coordinate with local housing authorities to use project-based rental subsidies with incentive/ inclusionary housing units to achieve deeper affordability near transit</li> </ul>
<b>H-17</b> Support the development and preservation of income-restricted affordable housing that is within walking distance to planned or existing high-capacity and frequent transit.	<p>Preservation strategies to consider include:</p> <ul style="list-style-type: none"> <li>• Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and public capital investments and establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as: <ul style="list-style-type: none"> <li>○ investments in low-, very low-, and extremely low-income housing equitable development initiatives</li> </ul> </li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>○ inclusionary zoning</li> <li>○ community planning requirements; tenant protections</li> <li>○ public land disposition policies</li> <li>○ consideration of land that may be used for affordable housing</li> <li>● Collect data to better understand the impacts of growth, and the risks of residential, economic, and cultural displacement. Verify this data with residents at the greatest risk of displacement, particularly those most disproportionately impacted by housing cost burden and neighborhood-based small business owners. Supplement this information with regional data about displacement risk and ongoing displacement trends that can inform and drive policy and programs.</li> <li>● Prioritize affordable housing investments, incentives, and preservation tools in areas where increases in development capacity and new public capital investments are anticipated to allow current low-income residents to stay</li> <li>● Support the acquisition, rehabilitation, and preservation of income-restricted and naturally occurring affordable housing in areas with a high displacement risk, for long-term affordability serving households at or below 80 percent AMI</li> <li>● Leverage new development to fund affordable housing in the same geography using zoning tools such as incentive/ inclusionary zoning</li> <li>● Implement anti-displacement policies (e.g. community preference, tenant opportunity to purchase, no net loss of affordable units, right-to-return, community benefits agreements)</li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>• Prioritize publicly owned land for affordable housing in areas at high risk of displacement</li> <li>• Support community land trust and other permanent affordability models</li> <li>• Identify, preserve, and improve cultural assets</li> <li>• Increase education to maximize use of property tax relief programs to help sustain homeownership for low-income individuals</li> <li>• Expand targeted foreclosure prevention</li> <li>• Preserve manufactured housing communities and improve the quality of the housing and associated infrastructure to improve housing stability and health for the residents while also expanding housing choices affordable to these residents, including opportunities to cooperatively own their communities</li> <li>• Encourage programs to help homeowners access support needed to participate in and benefit from infill development</li> </ul>
<p><b>H-18</b> Adopt inclusive planning tools and policies whose purpose is to increase the ability of all residents in jurisdictions throughout the county to live in the neighborhood of their choice, reduce disparities in access to opportunity areas, and meet the needs of the region's current and future residents by:</p> <ol style="list-style-type: none"> <li>a. providing access to affordable housing to rent and own throughout the jurisdiction, with a focus on areas of high opportunity;</li> <li>b. expanding capacity for moderate-density housing throughout the jurisdiction, especially in areas currently zoned for lower density single-family detached housing in the Urban Growth Area, and capacity for high-density housing, where</li> </ol>	<p>Other inclusive planning tools and policies that increase neighborhood choice include:</p> <ul style="list-style-type: none"> <li>• Plan for moderate or high-density housing and complete neighborhoods within a half-mile walkshed of high-capacity or frequent transit service in areas already zoned for residential housing and where exposure to air pollution and particulate matter is low to moderate.</li> <li>• Plan for complete neighborhoods around existing and planned essential services throughout a jurisdiction</li> <li>• Establish a designation that allows more housing types within single-family zoned areas near parks, schools, and other services</li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
<p>appropriate, consistent with the Regional Growth Strategy;</p> <p>c. evaluating the feasibility of, and implementing, where appropriate, inclusionary and incentive zoning to provide affordable housing; and</p> <p>d. providing access to housing types that serve a range of household sizes, types, and incomes, including 2+ bedroom homes for families with children and/or adult roommates and accessory dwelling units, efficiency studios, and/or congregate residences for single adults.</p>	<ul style="list-style-type: none"> <li>• Housing types to allow development that is compatible in scale with existing housing</li> <li>• Revise parking regulations to prioritize housing and public space for people over space to park cars</li> <li>• Allow the conversion of existing houses into multiple units</li> <li>• Allow additional units on corner lots, lots along alleys and arterials, and lots on zone edges</li> <li>• Incentivize the retention of existing houses by making development standards more flexible when additional units are added</li> <li>• Provide technical and design resources for landowners and communities to redevelop and maintain ownership.</li> <li>• Reduce or remove minimum lot size requirements</li> <li>• Create incentives for building more than one unit on larger than average lots</li> <li>• Limit the size of new single-unit structures, especially on larger than average lots</li> <li>• Retain and increase family-sized and family-friendly housing</li> <li>• Remove the occupancy limit for unrelated persons in single-family zones, if applicable</li> </ul>
<p><b>H-19</b> Lower barriers to and promote access to affordable homeownership for extremely low-, very low-, and low--income, households. Emphasize:</p> <p>a. supporting long-term affordable homeownership opportunities for households at or below 80 percent AMI (which may require up-front initial public subsidy and policies that support diverse housing types); and</p> <p>b. remedying historical inequities in and expanding access to homeownership</p>	<p>Suggested strategies to increase access to affordable homeownership for lower-income households include:</p> <ul style="list-style-type: none"> <li>• Support alternative homeownership models that lower barriers to ownership and provide long-term affordability, such as community land trusts, and limited or shared equity co-ops</li> <li>• Encourage programs to help homeowners, particularly low-income homeowners, access financing, technical support or other tools needed to</li> </ul>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
opportunities for Black, Indigenous and People of Color communities.	<p>participate in and benefit from infill development opportunities</p> <ul style="list-style-type: none"> <li>• Increase educational efforts to ensure maximum use of property tax relief programs to help sustain homeownership for low-income individuals</li> <li>• Expand targeted foreclosure prevention</li> <li>• Preserve existing manufactured housing communities through use-specific zoning or transfer of development rights</li> </ul>
<p><b>H-20</b> Adopt policies and strategies that promote equitable development and mitigate displacement, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>	<p>Suggested equitable development and anti-displacement strategies include:</p> <ul style="list-style-type: none"> <li>• Consider and plan for socioeconomic diversity and cultural stability</li> <li>• Encourage homeownership opportunities for low-income households</li> <li>• Acquire and preserve manufactured housing communities to prevent displacement</li> <li>• Acquire land for affordable housing ahead of planned infrastructure investments or other investments that may increase land and housing costs</li> <li>• Implement a community preference policy that allows housing developments to prioritize certain applicants when leasing or selling units in communities at high risk of displacement.</li> <li>• Implement tenant protections that increase stability such as: <ul style="list-style-type: none"> <li>○ Notice of rent increase</li> <li>○ Right to live with family</li> <li>○ Just cause eviction for tenants on termed leases</li> <li>○ Tenant relocation assistance</li> </ul> </li> <li>• Establish programs to invest in underrepresented communities to promote community-driven development and/ or prevent displacement</li> </ul>
<p><b>H-21</b> Implement, promote and enforce fair housing policies and practices so that every person in the county has equitable access and</p>	<p>Suggested fair housing policies and practices include:</p>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
opportunity to thrive in their communities of choice, regardless of their race, gender identity, sexual identity, ability, use of a service animal, age, immigration status, national origin, familial status, religion, source of income, military status, or membership in any other relevant category of protected people.	<ul style="list-style-type: none"> <li>• Invest in programs that provide fair housing education for both renters and landlords, enforcement, and testing</li> <li>• Engage underrepresented communities on an ongoing basis to better understand Remove barriers to housing and increase access to opportunity</li> <li>• Provide more housing for vulnerable populations</li> <li>• Provide more housing choices for people with large families</li> <li>• Support efforts to increase housing stability.</li> <li>• Preserve and increase affordable housing in communities at high risk of displacement</li> <li>• Review and update zoning to increase housing options and supply in urban areas</li> <li>• Work with communities to guide investments in historically underserved communities.</li> <li>• Report annually on fair housing goals and progress</li> </ul>
<b>H-22</b> Adopt and implement policies that protect housing stability for renter households; expand protections and supports for low-income renters and renters with disabilities.	<p>Tenant protection policies to consider include:</p> <ul style="list-style-type: none"> <li>• Just cause eviction for tenants with termed leases</li> <li>• Increase time periods for notice of rent increases</li> <li>• Prohibit discrimination in housing against tenants and potential tenants with arrest records, conviction records, and criminal history</li> <li>• Tenant relocation assistance</li> <li>• Increase access to legal services</li> <li>• Rental inspection programs</li> </ul> <p>Supports for landlords that promote tenant stability include:</p>



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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
	<ul style="list-style-type: none"> <li>• Establish a fund that landlords can access to make repairs so costs are not passed on to low-income renters</li> <li>• Increase education for tenants and property owners regarding their respective rights and responsibilities</li> </ul> <p>Supports for low-income renters and people with disabilities to consider include:</p> <ul style="list-style-type: none"> <li>• Shallow and deep rent subsidies</li> <li>• Emergency rental assistance</li> <li>• Services to address barriers to housing, including tenant screening reports and civic legal aid</li> <li>• Increased funding for services that help people with disabilities stay in their homes and/or age in place</li> </ul>
<b>H-23</b> Adopt and implement programs and policies that ensure healthy and safe homes.	<p>Strategies to improve the quality and safety of housing include:</p> <ul style="list-style-type: none"> <li>• Establish and promote healthy housing standards</li> <li>• Provide home repair assistance for households earning at or below 80 percent AMI</li> <li>• Implement proactive rental inspection programs</li> <li>• Implement just cause eviction to protect tenants from landlords retaliating if they request basic maintenance and repairs to maintain a healthy and safe living environment</li> <li>• Partner with Aging &amp; Disability organizations to integrate accessibility services</li> </ul> <p>See the King County Board of Health Guideline and Recommendation on Healthy Housing for additional guidance.<sup>9</sup></p>

<sup>9</sup> See link: <https://kingcounty.gov/depts/health/board-of-health/~media/depts/health/board-of-health/documents/guidelines/guideline-recommendation-18-01-attachment-A.ashx>

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Table H-4 Suggested Strategies for Achieving Policy Goals	
Policy	Suggested Strategies
<b>H-24</b> Plan for residential neighborhoods that protect and promote the health and well-being of residents by supporting equitable access to parks and open space, safe pedestrian and bicycle routes, clean air, soil and water, fresh and healthy foods, high-quality education from early learning through K-12, affordable and high-quality transit options and living wage jobs and by avoiding or mitigating exposure to environmental hazards and pollutants.	<p>When planning for residential neighborhoods that protect and promote health and well-being of residents, suggested strategies include:</p> <ul style="list-style-type: none"> <li>• Plan for housing in conjunction with other infrastructure investments to support equitable access to opportunity for households with a range of incomes and ensure the siting of homes is not in close to environmental hazards and pollutants</li> <li>• Analyze disparities in access to amenities and invest in affordable housing in areas with high access to these amenities while providing services and investment in areas where low-income people live</li> </ul>

**Policies H-25 and H-26: Measure Results and Provide Accountability**

Success at meeting a community's need for housing can only be determined by measuring results and evaluating changes to housing supply and need. Cities and the County will collaborate to monitor basic information annually, as they may already do for permits and development activity. Annual tracking of information such as new policies, new units, and zoning changes will make periodic assessments easier and more efficient. A limited amount of annual monitoring will also aid in providing timely information to decision makers

The purpose of “measuring results and providing accountability” is to motivate and enhance learning, collaboration, and progress. While some CPPs clearly lend themselves to quantitative measures and straightforward evaluation, some do not. This is often true when factors like the result of engagement with disproportionately impacted community members significantly shape implementation or where quantitative data is lacking. In these cases, jurisdictions have the liberty to make any reasonable interpretation of the policy and report as completely and honestly as possible how well the policy has been met.

Policy H-25 requires cities and the County to collaborate in this monitoring to ensure continual review of the effectiveness of local strategies at meeting the countywide need. The information will be collected by King County and reported annually in a public-facing, interactive regional affordable housing dashboard.

**Policy H-27: Adjust Strategies to Meet Housing Needs**

The data collected annually provides an opportunity for cities and the County to adapt to changing conditions and new information when monitoring finds that the adopted strategies

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are insufficient for meeting the countywide need or result in the perpetuation of the inequitable distribution of affordable housing. Adaptation strategies can occur before the next comprehensive planning cycle during annual comprehensive plan updates, updates to the land use map, and/or a jurisdiction's urban growth strategy (buildable lands) reporting process. The King County Affordable Housing Committee can serve as a venue for discussing regional progress and challenges jurisdictions face. The results of these conversations and recommended actions to meet countywide need more effectively can be shared with the Growth Management Planning Council.

## **Appendix 5: King County School Siting Task Force Report**

On March 31, 2012 the School Siting Task Force issued the following report and recommendations related to 18 undeveloped school sites in King County, and future school siting. Countywide Planning Policies DP-52, PF-13, PF-19, and PF-21 contain references to this report, and in particular the Site Specific Solutions table found on pages 15-19 of the School Siting Task Force Report.

The complete report and associated documents can be found on the Countywide Planning Policies website at:

- <https://www.kingcounty.gov/depts/executive/performance-strategy-budget/regional-planning/CPPs.aspx>

Appendix 6: King County Centers Designation Framework

	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
1. Purpose of Center	Regional Metro Growth Centers have a primary regional role. They have dense existing jobs and housing, high-quality transit service, and are planning for significant, equitable growth and opportunity. They serve as major transit hubs for the region and provide regional services and serve as major civic and cultural centers.	Regional Urban Growth Centers play an important regional role, with dense existing jobs and housing, high-quality transit service, and planning for significant, equitable growth and opportunity. These centers may represent areas where major investments – such as high-capacity transit –offer new opportunities for growth.	Countywide growth centers <sup>12</sup> serve important roles as places for equitably concentrating jobs, housing, shopping, and recreational opportunities. These are often smaller downtowns, high-capacity transit station areas, or neighborhood centers that are linked by transit, provide a mix of housing and services, and serve as focal points for local and county investment.	Regional Industrial Employment Centers are highly active industrial areas with significant existing jobs, core industrial activity, evidence of long-term demand, and regional role. They have a legacy of industrial employment and represent important long-term industrial areas, such as deep-water ports and major manufacturing and can be accessed by transit. Designation is to, at a minimum, preserve existing industrial jobs and land use and to continue to equitably grow industrial employment and opportunity in these centers where possible.	Regional Industrial Growth Centers are clusters of industrial lands that have significant value to the region and potential for future equitable job growth. These large areas of industrial land serve the region with international employers, industrial infrastructure, concentrations of industrial jobs, evidence of long- term potential, and can be accessed by transit. Designation will continue growth of industrial employment and preserve the region’s industrial land base for long-term growth and retention.	Countywide industrial centers serve as important local industrial areas. These areas support equitable access to living wage jobs and serve a key role in the county’s manufacturing/industrial economy.
2. Distribution of Centers	Centers are designated to achieve the countywide land use vision and are based on meeting the expectations of the framework. No arbitrary limit on the number of centers will be established.	Same	Same	Same	Same	Same
PART 1. DESIGNATION PROCESS AND SCHEDULE						
A. Designation Process						
1. jurisdiction ordinance, motion, or resolution authorizing submittal of application	Yes	Yes	Yes	Yes	Yes	Yes
2. Fill out Form	Yes	Yes	KC to have an application form and process.	Yes	Yes	KC to have an application form and process.
3. Submit for eligibility review. Staff review and report	Yes	Yes	IJT staff to review and present to GMPC.	Yes	Yes	IJT staff to review and present to GMPC.

<sup>12</sup> King County does not yet have designated countywide centers, although many jurisdictions have local centers that may be equivalent. Local centers are eligible for regional and countywide funding, and this funding is distributed based on criteria and formula.

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	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
4. GMPC recommendation to PSRC	Yes	Yes	KC to have an application form and process.	Yes	Yes	KC to have an application form and process.
B. Schedule						
1. Applications limited to major updates. Call for new application approx. every 5 years.	Yes	Yes	Yes. KC to have a 5-year cycle or consider following PSRC major plan updates.	Yes	Yes	Yes. KC to have a 5 year cycle or consider following PSRC major plan updates.
C. Redesignation						
1. Follows PSRC re-designation process	Yes	Yes	Yes	Yes	Yes	Yes
PART 2: CENTER ELIGIBILITY						
A. Local and Countywide Commitment						
1. center identified in Comprehensive Plan	Yes	Yes	Yes	Yes	Yes	Yes
2. demonstrate center is local priority for growth and investments	Yes	Yes	Yes	Yes	Yes. And, commitment to protecting and preserving industrial uses, strategies, and incentives to encourage industrial uses in the center, and established partnerships with relevant parties to ensure success of manufacturing/industrial center.	Yes. And area has important county role and concentration of industrial land or jobs with evidence of long-term demand.
B. Planning						
1. completed center plan meeting Plan Review Manual specifications <sup>13</sup>	Yes	Yes	Yes <sup>14</sup>	Yes	Yes. And, in consultation with public ports and other affected government entities.	Yes <sup>10</sup>
2. environmental review shows area appropriate for density	Yes	Yes	Yes	Yes	Yes	Yes
3. assessment of housing need and cultural assets, including displacement of residents and businesses	Yes	Yes	Yes, as part of subarea plan or in dedicated Comprehensive Plan chapter	Not applicable	Not applicable	Not applicable

<sup>13</sup> The PSRC [Center Plan Checklist](#) defines key concepts and provisions jurisdictions should use in planning for the designated centers. This includes the following: establishing a vision, considering natural and built environment topics, establishing geographic boundaries and growth targets, planning for a mix of land uses, addressing design standards, planning for a variety of housing types including affordable housing in growth centers, addressing economic development, and providing for public services and facilities, including multimodal transportation, all as appropriate and tailored to the center type and function.

<sup>14</sup> For Countywide Centers the topics in the *Center Plan Checklist* should be addressed, except that growth targets are not required, and they can be met through inclusion of a dedicated chapter in the Comprehensive Plan that specifies how each required topic is addressed for each countywide center, rather than in stand-alone subarea plans.

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	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
4. documentation of tools to provide range of affordable and fair housing	Yes	Yes	Yes, as part of subarea plan or in dedicated Comprehensive Plan chapter	Not applicable	Not applicable	Not applicable
5. documentation of community engagement, including with priority populations <sup>15</sup>	Yes	Yes	Yes, as part of subarea plan or in dedicated Comprehensive Plan chapter	Yes	Yes	Yes
C. Jurisdiction and Location						
1. new Centers should be in cities	Yes	Yes	Cities or Unincorporated Urban <sup>16</sup>	Yes	Yes	Cities or Unincorporated Urban <sup>12</sup>
2. if unincorporated area: a. it has link light rail and is affiliated for annexation	Not allowed in unincorporated urban area	Not allowed in unincorporated urban area	Encouraged	Not allowed in unincorporated urban area	Not allowed in unincorporated urban area	Encouraged
b. joint planning is occurring	Not allowed in unincorporated urban area	Not allowed in unincorporated urban area	Encouraged	Not allowed in unincorporated urban area	Not allowed in unincorporated urban area	Encouraged
c. plans for annexation or incorporation are required	Not applicable (center type does not exist in unincorporated area).	Not applicable (center type does not exist in unincorporated area).	Encouraged	Not allowed in unincorporated urban area	Not allowed in unincorporated urban area	Encouraged
D. Existing Conditions						
1. infrastructure and utilities can support growth	Yes	Yes	Yes	Yes. Must include presence of irreplaceable industrial infrastructure such as working maritime port facilities, air and rail freight facilities.	Yes. Access to relevant transportation infrastructure including freight.	Yes
2. center has mix of housing and employment	Yes	Yes	Yes	Not applicable	The center has an economic impact.	Not applicable.
E. Boundaries						
1. justification for center boundaries	Yes	Yes	Yes	Yes	Yes	Yes
2. boundary generally round or square	Yes	Yes	Compact, walkable size	Not applicable	Not applicable	Not applicable
F. Transportation						
1. center has bicycle and pedestrian infrastructure and amenities	Yes	Yes	Yes. Supports multimodal transportation, including pedestrian infrastructure and amenities, and bicycle infrastructure and amenities.	Defined transportation demand management strategies in place.	Defined transportation demand management strategies in place.	Defined transportation demand management strategies in place

<sup>15</sup> King County's "Fair and Just" Ordinance 16948, as amended, identifies four demographic groups, including: low-income, limited English proficiency, people of color, and immigrant populations.

<sup>16</sup> For multi-jurisdiction centers, please describe the manner and structure (e.g. interlocal agreement, memorandum of understanding) with which the jurisdictions will plan together over the long-term.

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	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
2. center has street pattern supporting walkability	Yes	Yes	Yes. Supports multimodal transportation, including street pattern that supports walkability.	Not applicable	Not applicable	Not applicable
3. freight access	Yes	To be addressed in subarea plan	To be addressed in subarea plan	Access to relevant transportation infrastructure including freight.	Same	To be addressed in subarea plan
PART 3: CENTER CRITERIA						
A. Purpose						
1. Compatibility with VISION centers concept, Regional Growth Strategy and Multicounty Planning Policies	Yes	Yes	Yes	Yes	Yes	Yes
B. Activity level/Zoning <sup>17</sup>						
1. existing activity <sup>18</sup>	60 activity unit density	30 activity unit density (AUs refer to combined jobs and population)	18 activity unit density	10,000 jobs	4,000 jobs	1,000 existing jobs and/or 500 acres of industrial land
2. planned activity	Above 120 activity unit density	60 activity unit density	30 activity unit density	20,000 jobs	10,000 jobs	4,000 jobs
3. sufficient zoned capacity	Yes. Should be higher than target and supports a compact, complete, and mature urban form.	Yes. Should be higher than target.	Should have capacity and be planning for additional growth	Yes. Should be higher than target.	Yes. Should be higher than target.	Should have capacity and be planning for additional growth.
4. planning mix of housing types and employment types	Planning for at least 15% residential and 15% employment activity	Planning for at least 15% residential and 15% employment activity	Planning for at least 20% residential and 20% employment, unless unique circumstances make these percentages not possible to achieve.	At least 50% of the employment must be industrial employment. Strategies to retain industrial uses are in place.	At least 50% of the employment must be industrial employment. Strategies to retain industrial uses are in place.	At least 50% of the employment must be industrial employment. Strategies to retain industrial uses are in place.
C. Geographic Size						
1. minimum size	320 acres	200 acres	160	No set threshold; size based on justification for the boundary.	2000 acres	1,000 existing jobs and/or 500 acres of industrial land
2. maximum size	640 acres (larger if internal HCT)	640 acres (larger if internal HCT)	500 acres	No set threshold; size based on justification for the boundary.	No set threshold; size based on justification for the boundary.	No set threshold; size based on justification for the boundary.
D. Transit						

<sup>17</sup> PSRC’s 2015 guidance on *Transit Supportive Densities and Land Uses* cites an optimal level of 56-116 activity units per acre to support light rail, dependent on transit costs per mile. The guidance indicates an optimal threshold of at least 17 activity units per acre to support bus rapid transit. Note: the existing threshold in the CPPs is roughly equivalent to 85 AUs existing activity for King County Urban Centers.

<sup>18</sup> For existing centers, not meeting existing activity unit thresholds is not grounds for de-designation or re-designation by the Growth Management Planning Council.



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	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
1. existing or planned transit service levels	Major transit hub, has high quality/high-capacity existing or planned service including existing or planned light rail, commuter rail, ferry, or other high-capacity transit with similar frequent service as light rail. (18 hours, 15-minute headways)	Fixed route bus, regional bus, Bus Rapid Transit or frequent all-day bus service (16 hours, 15 minute headways). High-capacity transit may substitute for fixed-route bus.	Yes, has frequent, all-day, fixed-route bus service (16 hours, 15-minute headways).	Must have existing or planned frequent, local, express, or flexible transit service.  Should have documented strategies to reduce commute impacts through transportation demand management that are consistent with the Regional TDM Action Plan.	Same.	Should have local fixed-route or flexible transit service.
2. transit-supportive infrastructure	Provides transit priority (bus lanes, queue jumps, signal priority, etc.) within the right-of-way to maintain speed and reliability of transit service. Provides infrastructure (i.e. pedestrian and bicycle) that improves rider access to transit service and increases amenities to make transit an inviting option.	Provides transit priority (bus lanes, queue jumps, signal priority, etc.) within the right-of-way to maintain speed and reliability of transit service. Provides infrastructure (i.e. pedestrian and bicycle) that improves rider access to transit service and increases amenities to make transit an inviting option.	Supports connection/transfers between routes and other modes. Provides infrastructure (i.e. pedestrian and bicycle) that improves rider access to transit service and increases amenities to make transit an inviting option.	Provides transit priority (bus lanes, queue jumps, signal priority, etc.) within the right-of-way to maintain speed and reliability of transit service. Provides infrastructure (i.e. pedestrian and bicycle) that improves rider access to transit service and increases amenities to make transit an inviting option.	Supports connection/transfers between routes and other modes, and increases amenities to make transit an inviting option.	Supports connection/transfers between routes and other modes, and increases amenities to make transit an inviting option.
E. Market Potential						
1. Evidence of future market potential to support target and planned densities	Yes, with Market Study required	Yes, with Market Study required	Market Study encouraged	Yes, with Market Study required	Yes, with Market Study required	Market Study encouraged
2. Market data will inform adoption of land use, housing, economic development, and investment strategies, including equitable development strategies. <sup>19</sup>	Required within Market Study	Required within Market Study	Encouraged within Market Study	Required within Market Study, tailored for industrial employment.	Required within Market Study, tailored for industrial employment.	Encouraged within Market Study, tailored for industrial employment.
F. Role						
1. Evidence of regional or countywide role by serving as important destination	Yes	Yes	Yes	Yes	Yes	Yes
2. Planning for long-term, significant, and equitable growth	Yes	Yes	Yes	Yes	Yes	Yes
G. Zoning						

<sup>19</sup> For residential development, strategies and tools could include mandatory inclusionary housing, multifamily tax exemption, or others. For commercial and industrial development, strategies and tools could include priority hire policies, incentives for affordable commercial space, or others.

2021 King County Countywide Planning Policies

	Metro Growth Centers	Urban Growth Centers	Countywide Growth Centers	Industrial Employment Centers	Industrial Growth Centers	Countywide Industrial Centers
1. specific zones required	No	No	No	At least 75% land area zoned for core industrial uses. This includes manufacturing, transportation, warehousing and freight terminals.	Same	At least 75% of land area zoned for core industrial uses.
2. specific zones prohibited	No	No	No	Commercial uses within core industrial zones shall be strictly limited.	Same	Same

## GLOSSARY

**Affordable Housing:** Housing that is affordable at 30 percent or less of a household’s monthly income. This is a general term that may include housing affordable to a wide range of income levels and includes income-restricted and non-income units.

**Affordable Housing Committee:** A committee of the King County Growth Management Planning Council chartered to recommend actions and assess regional progress to advance affordable housing solutions and function as a point of coordination and accountability for affordable housing efforts across King County.

**Agricultural Production District:** A requirement of the Growth Management Act for cities and counties to designate, where appropriate, agricultural lands that are not characterized by urban growth, have soils suitable for agriculture, and that have long-term significance for commercial farming. The King County Comprehensive Plan designates Agricultural Production Districts where the principal land use should be agriculture.

**Area Median Income:** The annual household income for the U.S. Department of Housing and Urban Development calculates median income for each metropolitan region. These are used to determine income limits for government affordable housing programs.

**Buildable Lands Program:** A requirement of the Growth Management Act for certain counties in western Washington to report on a regular basis the amount of residential and commercial development that has occurred, the densities of that development, and an estimate of each jurisdiction’s ability to accommodate its growth target based on the amount of development that existing zoning would allow.

**Clean Renewable Energy:** Includes the production of electricity from wind, solar and geothermal and does not include production of energy created by combustion of fuel that causes greenhouse gas emissions or produces hazardous waste.

**Climate Change:** The variation in the earth’s global climate over time. It describes changes in the variability or average state of the atmosphere. Climate change may result from natural factors or processes (such as change in ocean circulation) or from human activities that change the atmosphere’s composition (such as burning fossil fuels or deforestation.)

Climate Change Adaptation refers to actions taken to adapt to unavoidable impacts as a result of climate change. Climate Change Mitigation refers to actions taken to reduce the future effects of climate change.

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**Comprehensive Plan:** A plan prepared by a local government following the requirements of the Washington Growth Management Act, containing policies to guide local actions regarding land use, transportation, housing, utilities, capital facilities, and economic development in ways that will accommodate at least the adopted 20-year targets for housing and employment growth.

**Cost Burden:** When a household spends more than 30 percent of their gross monthly income on housing costs.

**Countywide Need:** Also called the countywide affordable housing need, this is the number of additional, affordable homes needed in King County by 2044 so that no household earning at or below 80 percent of area median income is housing cost burdened. The countywide need for housing is estimated at 263,000 affordable homes affordable at or below 80 percent area median income built or preserved by 2044 as shown in Table H-1.

**Displacement:** The involuntary relocation of current residents or businesses from their current residence. This is a different phenomenon than when property owners voluntarily sell their interests to capture an increase in value. Physical displacement is the result of eviction, acquisition, rehabilitation, or demolition of property, or the expiration of covenants on rent- or income-restricted housing. Economic displacement occurs when residents and businesses can no longer afford escalating housing costs. Cultural displacement occurs when people choose to move because their neighbors and culturally related businesses have left the area.

**Environmental Justice:** The fair distribution of costs and benefits, based on a consideration for social equity. Environmental justice is concerned with the right of all people to enjoy a safe, clean, and healthy environment, and with fairness across racial, social, and economic groups in the siting and operation of infrastructure, facilities, or other large land uses.

**Equitable Development:** Public and private investments, programs, and policies in neighborhoods, characterized by high levels of chronic and recent displacement; a history of racially driven disinvestment; and significant populations of marginalized communities. This work is conducted in partnership with community stakeholders to meet the needs of marginalized people and reduce disparities, taking into account history and current conditions, so that quality of life outcomes such as access to quality education, living wage employment, healthy environment, affordable housing, and transportation, are equitably distributed for the people currently living and working there, as well as for new people moving in.

**Extremely Low-Income Households:** Households earning 30 percent of the area median income or less for their household size.

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**Fossil Fuels:** Petroleum and petroleum products, coal, and natural gas such as methane, propane, and butane, derived from prehistoric organic matter and used to generate energy. Fossil fuels do not include:

- a) Petrochemicals that are used primarily for non-fuel products, such as asphalt, plastics, lubricants, fertilizer, roofing, and paints;
- b) Fuel additives, such as denatured ethanol and similar fuel additives, or renewable fuels, such as biodiesel or renewable diesel with less than five percent fossil fuel content; or
- c) Methane generated from the waste management process, such as wastewater treatment, anaerobic digesters, landfill waste management, livestock manure and composting processes.

**Fossil Fuel Facility:** A commercial facility used primarily to receive, store, refine, process, transfer, wholesale trade or transport fossil fuels, such as, but not limited to, bulk terminals, bulk storage facilities, bulk refining and bulk handling facilities. Fossil fuel facilities do not include individual storage facilities of up to thirty thousand gallons and total cumulative facilities per site of sixty thousand gallons for the purposes of retail or direct-to-consumer sales, facilities or activities for local consumption; noncommercial facilities, such as storage for educational, scientific or governmental use; or uses preempted by federal rule or law.

**Forest Production District:** A requirement of the Growth Management Act for cities and counties to designate, where appropriate, forest lands that are not characterized by urban growth and that have long-term significance for the commercial production of timber. The King County Comprehensive Plan designates Forest Production Districts where the primary use should be commercial forestry.

**Frequent Transit:** Transit service that is “show-up and go,” that comes frequently enough that passengers do not require a schedule.

**Frontline Communities:** Those communities that are disproportionately impacted by climate change due to existing and historical racial, social, environmental, and economic inequities, and who have limited resources and/or capacity to adapt. These populations often experience the earliest and most acute impacts of climate change, but whose experiences afford unique strengths and insights into climate resilience strategies and practices. Frontline communities include Black, Indigenous, and People of Color (BIPOC) communities, immigrants and refugees, people living with low incomes, communities experiencing disproportionate pollution exposure, women and gender non-conforming people, LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual, + other) people, people who live and/or work outside, those with existing health issues, people with limited English skills, and other climate-vulnerable groups.

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**Growth Management Act:** State law (RCW 36.70A) that requires local governments to prepare comprehensive plans (including land use, transportation, housing, capital facilities and utilities) to accommodate 20 years of expected growth. Other provisions of the Growth Management Act require developing and adopting countywide planning policies to guide local comprehensive planning in a coordinated and consistent manner.

**Growth Targets:** The number of residents, housing, or jobs that a jurisdiction is expected to use as the land use assumption in its comprehensive plan. Growth targets are set by countywide planning groups for counties and cities to meet the Growth Management Act requirement to allocate urban growth that is projected for the succeeding twenty-year period (RCW 36.70A.110). Countywide growth targets are articulated in the Development Patterns chapter.

**Greenhouse Gas:** Components of the atmosphere that contribute to global warming, including carbon dioxide, methane, nitrous oxide, and fluorinated gases. Human activities have added to the levels of most of these naturally occurring gases.

**Health Disparity:** A gap or difference in health status between different groups of people, including race, income, education, and geographic location. This health difference is closely linked with social, economic, and/or environmental disadvantage.

**Healthy Housing:** Housing that protects all residents from exposure to harmful substances and environments, reduces the risk of injury, provides opportunities for safe and convenient daily physical activity, and assures access to healthy food and social connectivity.

**High-Capacity Transit:** Transit modes that operate principally on exclusive rights-of-way which provides a substantially higher level of passenger capacity, speed, and service frequency than traditional public transportation systems operating principally in general purpose roadways, including light rail, streetcar, commuter rail, ferry terminals, and bus rapid transit stations.

**High-Density Housing:** Multifamily housing of a certain density that is considered to be more intensive than moderate-density housing. This designation includes housing types of 20 or more units.

**Historically Underserved Communities:** Groups of people living in places that have experienced a long-term pattern of lacking investment in public services and amenities relative to neighboring communities or an expected standard.

**Housing Affordability:** Refers to the balance (or imbalance) between incomes and housing costs within a community or region. A common measurement compares the number of households in certain income categories to the number of units in the market that are affordable at 30 percent of gross income.

## 2021 King County Countywide Planning Policies

**Industry Clusters:** Specific economic segments and industry clusters that are the focus of the Puget Sound Regional Council's Regional Economic Strategy.

**Incentive Zoning:** Incentive zoning is a broad regulatory framework for encouraging and stimulating development that provides a desired public benefit as established in adopted planning goals. An incentive zoning system is implemented on top of an existing base of development regulations and works by offering developers regulatory allowances in exchange for public benefits.

**Income-Restricted Affordable Housing Units:** Housing units that provide lower-income people with an affordable place to live. To be eligible to live in one of these units, a prospective tenant's gross monthly income must be below a certain income threshold. The unit is also limited in price so as to be affordable to households at certain income levels.

**Inclusionary Zoning:** Inclusionary zoning stipulates that new residential development in certain zones includes some proportion or number of affordable housing units or meets some type of alternative compliance. Inclusionary zoning taps into economic gains from rising real estate values to create affordable housing for lower-income households. This mandatory approach can create more affordable housing in neighborhoods with access to transportation and quality jobs.

**Jobs-Housing Balance:** A planning concept which advocates that housing and employment be located closer together, with an emphasis on matching housing options with nearby jobs, so workers have shorter commutes or can eliminate vehicle trips. Improving balance means adding more housing to job-rich areas and more jobs to housing-rich areas. It also means ensuring a variety of housing choices available to a people earning variety of incomes in proximity to job centers to provide opportunities for residents to live close to where they work regardless of their income.

**King County Open Space System:** A regional system of *county-owned* parks, trails, natural areas, working agricultural and forest resource lands, and flood hazard management lands.

**Low-Income Households:** Households earning between 51 percent and 80 percent of the Area Median Income for their household size.

**Manufacturing/Industrial Centers:** Designated locations within King County cities meeting criteria detailed in the King County Centers Designation Framework.

**Mixed-Use Development:** A building or buildings constructed as a single project which contains more than one use, typically including housing plus retail and/or office uses.

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**Moderate-Density Housing:** Housing of a certain density that bridges a gap between single-family housing and more intense multifamily and commercial areas and provides opportunities for housing types that are inclusive to people of different ages, life stages, and incomes. Moderate-density housing includes but is not limited to duplexes, townhomes, and low-rise apartments and range in unit count from 1-unit attached up to 19 units.

**Moderate-Income Households:** Households earning between 81 percent and 120 percent of the Area Median Income for their household size.

**Monitoring:** An organized process for gathering and assessing information related to achieving established goals and policies. The process uses performance indicators to show progress toward, movement away from, or static state in policy implementation or policy achievement. Implementation monitoring tracks whether agreed-upon actions are taking place. Performance monitoring assesses whether desired results are achieved.

**Natural Resource Lands:** Designated areas within King County that have long-term significance for agricultural, forestry, or mining. See Appendix 1: Generalized Land Use Categories Map.

**Open Space:** A range of green places, including natural and resource areas (such as forests), recreational areas (such as parks and trails), and other areas set aside from development (such as plazas).

**Opportunity Areas:** Areas with high quality schools, jobs, transit; access to parks, open space, and clean air, water, and soil; and other key determinants of social, economic, and physical well-being.

**Populations Disproportionately Impacted by Housing Cost Burden:** When a household spends more than 30 percent of their income on their housing, they are considered cost burdened. Black, Indigenous, and Latinx households, as well as many immigrant and refugee households, are disproportionately represented both among households earning less than 80 percent of AMI as well as among cost burdened households, in part due to the legacy of structural racism and discrimination in housing and land use policies and practices. Households earning at or below 30 percent are also more disproportionately impacted by housing cost burden than higher income households.

**Potential Annexation Area:** A portion of the urban unincorporated area in King County that a city has identified it will annex at some future date. See Appendix 2: Potential Annexation Areas Map.



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**Purchase of Development Rights:** Programs that buy and then extinguish development rights on a property to restrict development and limit uses exclusively for open space or resource-based activities such as farming and forestry. Covenants run with the land in perpetuity so that the property is protected from development regardless of ownership.

**Regional Growth Strategy:** The strategy defined in VISION 2050 that was developed by the Puget Sound Regional Council to help guide growth in the four-county region that includes King, Kitsap, Pierce, and Snohomish counties. VISION 2050 directs most of the region’s forecasted growth into designated Urban Areas, and concentrates growth within those areas in designated centers planned for a mix of uses and connection by high-capacity transit

**Regional Transportation Plan:** A 30-year action plan, adopted by the Puget Sound Regional Council, for transportation investments in the central Puget Sound region intended to support implementation of VISION 2050.

**Renewable Energy:** Energy created from sources that can be replenished in a short period of time. The five renewable sources used most often are biomass (such as wood and biogas), the movement of water, geothermal (heat from within the earth), wind, and solar.

**Rural Area:** Designated area outside the Urban Growth Area that is characterized by small-scale farming and forestry and low-density residential development. See Appendix 1: Generalized Land Use Categories Map.

**Cities in the Rural Area:** Cities that are surrounded by Rural Area or Natural Resource Lands. Cities in the Rural Area are part of the Urban Growth Area.

**Special Needs Housing:** Housing arrangements for populations with special physical or other needs. These populations include the elderly, disabled persons, people with medical conditions, homeless individuals and families, and displaced people.

**Stormwater Management:** An infrastructure system that collects runoff from storms and redirects it from streets and other surfaces into facilities that store and release it – usually back into natural waterways.

**Sustainable Development:** Methods of accommodating new population and employment that protect the natural environment while preserving the ability to accommodate future generations.

**Tenure:** The legal status by which people have the right to occupy their accommodation. Common housing tenure are renting (which includes public and private rented housing) and homeownership (which includes owned outright and mortgaged).

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**Transfer of Development Rights:** Ability to transfer allowable density, in the form of permitted building lots or structures, from one property (the “sending site”) to another (the “receiving site”) in conjunction with conservation of all or part of the sending site as open space or working farm or forest.

**Transportation Demand Management:** Various strategies and policies (e.g., incentives, regulations) designed to reduce or redistribute travel by single occupancy vehicles in order to make more efficient use of existing facility capacity.

**Transportation System:** A comprehensive, integrated network of travel modes (e.g., airplanes, automobiles, bicycles, buses, feet, ferries, freighters, trains, trucks) and infrastructure (e.g., sidewalks, trails, streets, arterials, highways, waterways, railways, airports) for the movement of people and goods on a local, regional, national and global scale.

**Universal Design:** A system of design that helps ensure that buildings and public spaces are accessible to people with or without disabilities.

**Urban Growth Area:** The designated portion of King County that encompasses all cities as well as other urban land where the large majority of the county’s future residential and employment growth is intended to occur. See Appendix 1: Generalized Land Use Categories Map.

**Very Low-Income Households:** Households earning between 30 to 50 percent of the Area Median Income for their household size.

**VISION 2050:** The integrated, long-range vision for managing growth and maintaining a healthy region—including the counties of King, Kitsap, Pierce, and Snohomish. It contains an environmental framework a numeric Regional Growth Strategy, the Multicounty Policies, and implementation actions and measures to monitor progress.

**Walkshed:** The area around a transit center typically measured as one half-mile radius used to measure the area in which walking or biking can serve as viable way to access a transit facility.

**Water Resource Inventory Area:** Major watershed basins in Washington identified for water-related planning purposes.

**Workforce Housing:** Housing that is affordable to households with one or more workers. Creating workforce housing in a jurisdiction implies consideration of the wide range of income levels that characterize working households, from one person working at minimum wage to two or more workers earning the average county wage or above. There is a particular need for

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workforce housing that is reasonably close to regional and sub-regional job centers and/or easily accessible by public transportation.

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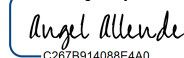
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22-006  
**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington adopting the City of SeaTac Strategic Real Estate Plan report.

**WHEREAS**, the City of SeaTac engages in the acquisition, use, and disposition of real property within the corporate city limits of the City of SeaTac; and

**WHEREAS**, the City Council of the City of SeaTac has determined that the acquisition, use, and disposition of real property are an implementation strategy for adopted SeaTac goals and policies; and

**WHEREAS**, the City Council has determined that the acquisition, use, and disposition of real estate as an implementation strategy, requires that the City of SeaTac develop a strategic approach and guiding principles which are contained within a strategic real estate plan; and

**WHEREAS**, on April 13, 2021, the City Council of the City of SeaTac directed staff to retain a consultant to develop a SeaTac Strategic Real Estate Plan; and

**WHEREAS**, on February 8, 2022, the City Council reviewed the draft Strategic Real Estate Plan at a Council Study Session and there was consensus to adopt the draft plan; and

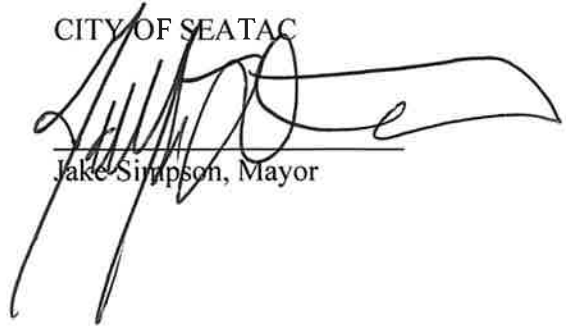
**WHEREAS**, on August 26, 2021, and February 24, 2022, the Council Planning and Economic Development Committee reviewed the draft SeaTac Strategic Real Estate Plan and the Planning Economic Development Committee recommended adoption of the plan.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

The SeaTac City Council hereby adopts the SeaTac Strategic Real Estate Plan report as shown in Exhibit A.

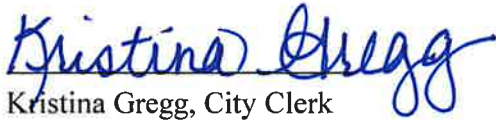
PASSED this 22<sup>nd</sup> day of March, 2022 and signed in  
authentication thereof on this 22<sup>nd</sup> day of March, 2022.

CITY OF SEATAC

A handwritten signature in blue ink, appearing to read 'Jake Simpson', written over a horizontal line.

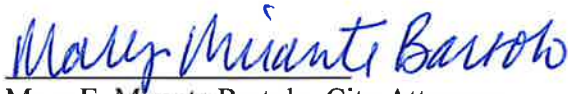
Jake Simpson, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read 'Kristina Gregg', written over a horizontal line.

Kristina Gregg, City Clerk

Approved as to Form:

A handwritten signature in blue ink, appearing to read 'Mary E. Mirante Bartolo', written over a horizontal line.

Mary E. Mirante Bartolo, City Attorney





Aerial © GoogleEarth



# City of SeaTac

## Strategic Real Estate Plan Report

January 2022

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# Executive Summary, Introduction & Overview

## EXECUTIVE SUMMARY

This report summarizes the work that Heartland has completed to provide the City of SeaTac with an examination and analysis of its existing real estate portfolio and real estate-driven policies, and a strategic framework to effectively help the City leverage its real estate in support of these policy objectives. Heartland performed this analysis on behalf of the City, and has recommended this framework to facilitate decision making among city staff and elected officials. The work was divided into three phases: (1) a review of existing City policy as it relates to real estate, (2) a review of the City's existing real estate portfolio, and (3) creating an strategic framework for implementation to guide the City's decision making process with regard to real estate. Further details on each of these phases is provided in this report.



## INTRODUCTION

The City of SeaTac ("City") engaged Heartland LLC as a consultant to help establish a strategic real estate plan for the City. At the time of engagement, the City had previously adopted numerous policy and planning documents but lacked a strategic evaluation of the City's current real estate portfolio and a framework for how the City should utilize and transact real estate to support its policy objectives. The City identified the need to have this framework in place to guide the City's evaluation and prioritization of real estate opportunities when they present themselves, in order to be able to efficiently make decisions related to those opportunities.

## PURPOSE OF THIS PLAN

The purpose for this plan is to create a strategic framework for the City to evaluate its real estate portfolio. It will examine existing policies, local and regional trends, and the constraints of existing City-owned properties, and use them as a lens through which the City can review its existing portfolio to identify strengths and gaps. Additionally, this framework is intended to help create a process to guide future acquisitions and other real estate decisions to enable the City to utilize real estate to achieve its policy objectives.

## WHAT THIS PLAN IS

- An existing conditions (2021) review, consisting of the following:
  - Examination of existing City of SeaTac policies to identify those relevant to real estate
  - Analysis of the City's existing real estate portfolio, both owned and ground leased
  - Review of City- and region-specific reports to identify currently relevant real estate and economic trends
- A Process Framework for the City of SeaTac to analyze, evaluate, decide on, and implement actions pertaining to real estate opportunities.

## WHAT THIS PLAN IS NOT

- A fixed analysis. The policies, portfolio, and trends reviewed in this plan are a snapshot of current conditions to provide a guide as to how this review can be conducted and updated in future years
- A prescriptive plan that tells the City of SeaTac what real estate to acquire, dispose of, or improve
- A new policy document

## SCOPE OF WORK

The Heartland scope of work for this project was divided into three phases:

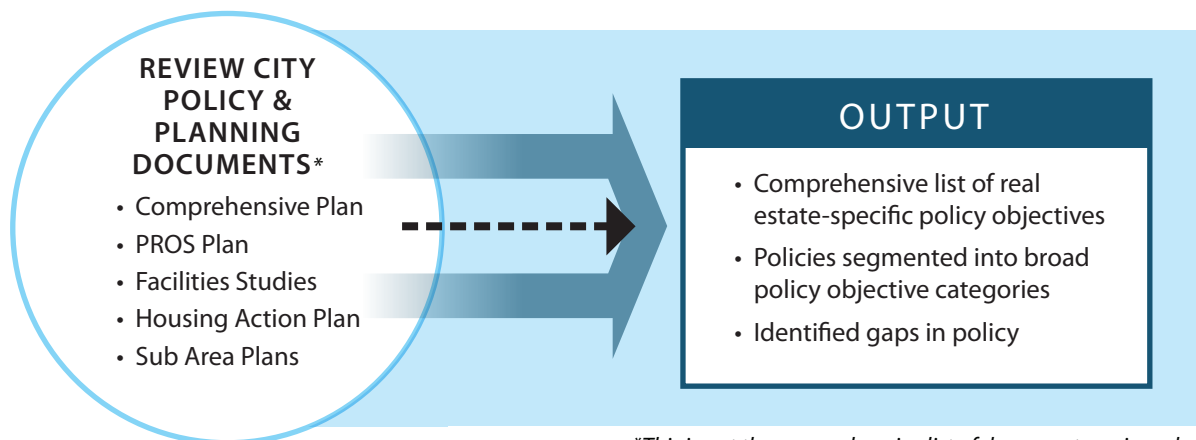
### PHASE ONE - Assess and Analyze

In Phase One, Heartland analyzed the City's existing policy documents as well as the existing real estate portfolio. The policy documents were reviewed to identify policy goals and priorities that could be furthered through the strategic use of real estate. These policy goals and priorities were grouped together into broad categories of policy objectives.

Following this review, Heartland evaluated the existing real estate portfolio, taking into account how the portfolio aligned with the broad categories of policy objectives identified following the review process. Each property was reviewed individually and also viewed through the lens of major economic trends and regional plans as they directly impact the built environment and real estate in the City of SeaTac.

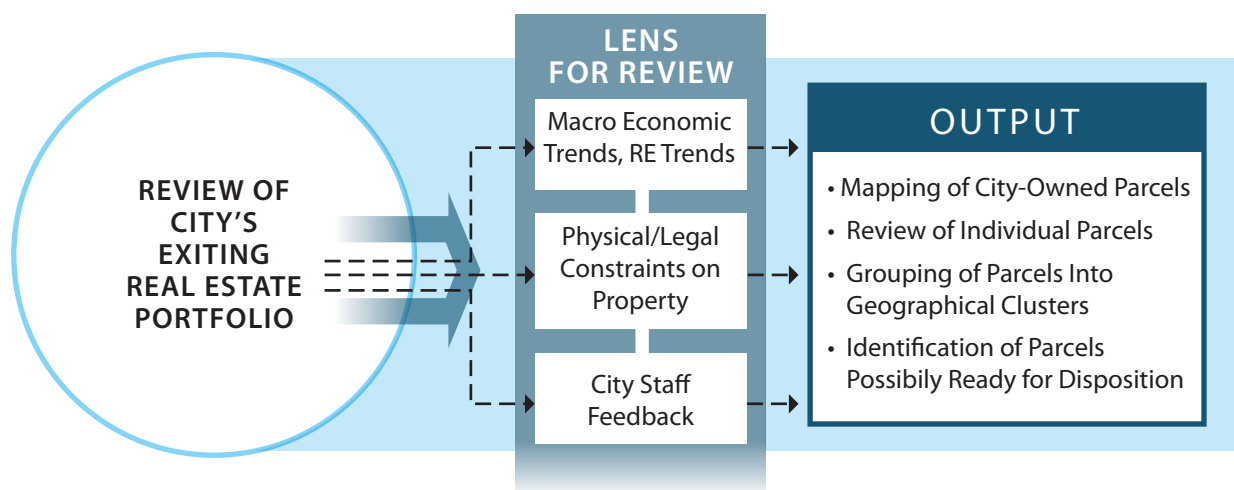
### EXHIBIT A – PHASE 1

#### PHASE 1 TASK 1 - Identify and outline Current Policy/Goals



*\*This is not the comprehensive list of documents reviewed*

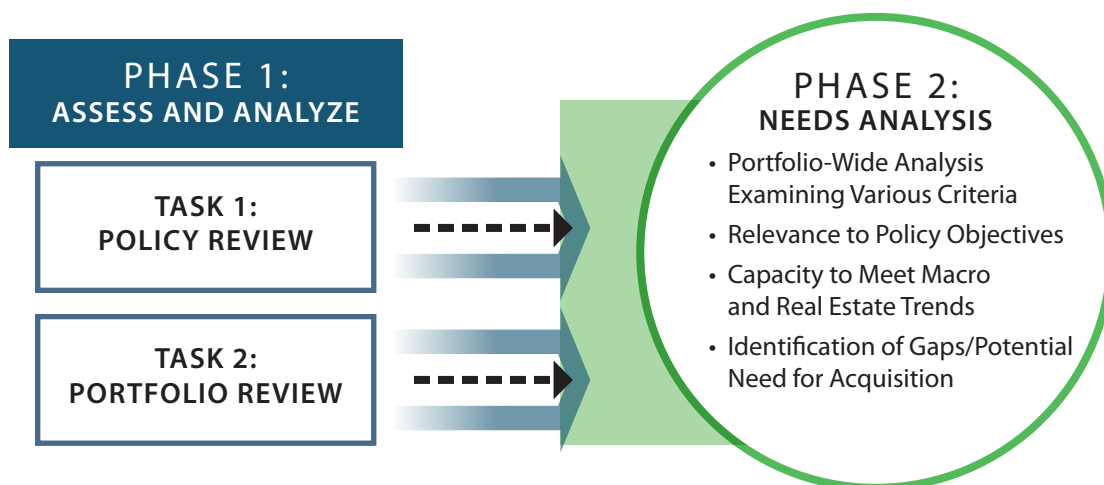
#### PHASE 1 TASK 2 - Real Estate Portfolio Review



## PHASE TWO - Formulate Needs Analysis

In Phase Two, Heartland built a framework to evaluate the strengths as well as the needs/existing gaps in the real estate portfolio as it relates to the portfolio's capacity to achieve adopted policy objectives.

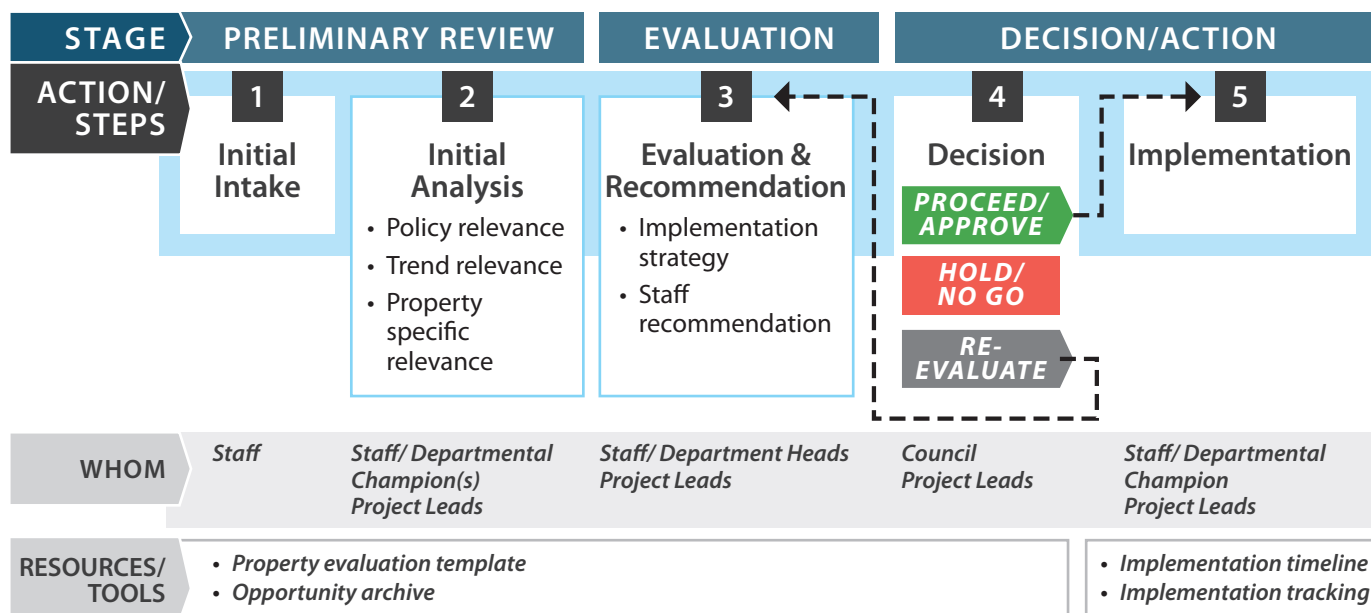
### EXHIBIT B – PHASE 2



## PHASE THREE – Implementation Framework - Funding & Transactional Strategy

In Phase Three, Heartland worked with City staff to understand the City's existing process for evaluating opportunities and identified specific methods to improve upon this existing process. This proposed Implementation Framework leverages work from Phase One and Phase Two in order to enhance the existing process to empower City staff and legislators to make better informed decisions regarding the City's real estate. It is also not designed to be prescriptive or to recommend specific opportunities or properties that the City is currently evaluating, but to offer the City a process to make informed decisions anchored in policy objectives.

### EXHIBIT C – PHASE 3



# Real Estate Goals & Policies

## APPROACH

Heartland reviewed existing policy documents that were provided by the City staff, with the purpose of identifying existing policies that support the use of real estate. A full list of the documents reviewed can be found in the Appendix on page 37.

From this review, Heartland identified policy objectives relevant to real estate or that will require the use of real estate in order to be achieved. These objectives were compiled into a policy matrix and further refined into broad policy objective categories in which real estate plays a key role. (See Table 1) More detailed descriptions of the objectives are provided in the Policy Relevance section on pages 12-19.

**TABLE 1 - POLICY OBJECTIVE CATEGORIES**








	Economic Development
	Parks and Rec
	Housing and Affordability
	Transportation/Connectivity
	Emergency Response
	City Facilities
	Healthy Placemaking

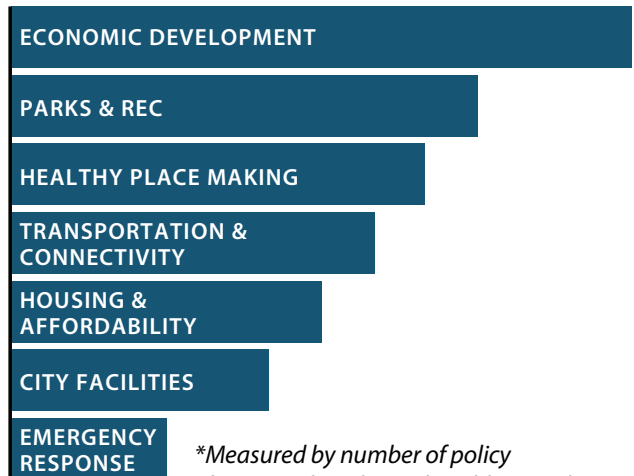
Table 1 above shows the seven broad categories of policy objectives that have a strong link to real estate that Heartland identified within existing City policy and planning documents from relevant departments within the City. Grouping the policy objectives into broad categories allows for a methodology to assess and map how existing policy objectives are supported by existing policy as it pertains to real estate. See Exhibit D as an illustrative example of the process by which the numerous policy objectives were sorted into policy objective categories, as well as the frequency each were mentioned in the reviewed documents.

## EXHIBIT D: CHART AND PROCESS EXAMPLE

### POLICY OBJECTIVES

- Active uses for Angle Lake Plaza
- Identifying use for Station 45 site
- Improved connectivity
- Interlocal agreement with Port of Seattle
- Support conclusions and recommendations
- Identify redevelopment opportunity sites
- Provide open space for gathering
- Support emergency response
- Business incubators
- Recruit economic activity
- Economic vitality
- Prevent negative transportation impacts
- Debris management plan
- Wayfinding and access to gardens and groceries
- Multi-modal transportation
- Grocery stores
- Connect neighborhoods
- Establish public spaces
- Spur local food sector
- Maintain affordable housing stock
- Contributing housing funds, property acquisition fund
- Partner with developers for TOD
- Sidewalks and pedestrian improvements
- School district vacant properties
- Support future development
- Housing and affordability
- Access to parks for residents

### EXISTING POLICY SUPPORT\*



*\*Measured by number of policy objectives directly attributable to real estate in documents reviewed, and does not indicate a weighted prioritization*



## FINDINGS: POLICY STRENGTHS AND GAPS

### AREAS OF STRENGTH:

- **Parks and Recreation:**  
City policy documents, particularly the Parks, Recreation, and Open Space (PROS) Plan, provide strong support for a significant amount of real estate to be used for parks and public works, with specific criteria such as level of service and geographic priorities to guide future acquisitions
- **Healthy Placemaking:**  
City policy documents contain several specific suggestions for ways to use City-owned real estate to improve placemaking
- **Economic Development:**  
The City has clearly stated a priority to use City-owned real estate to support economic development
- **Partnering Opportunities:**  
Support exists for City cooperation with Highline School District, the Port of Seattle, King County, and Sound Transit to leverage real estate opportunities where multiple public interests are aligned

### POLICY GAPS:

- **Acquisition Strategies:**  
Lack of policy guiding acquisition strategies (including acquisition criteria, funding methods, and transaction methods)
- **Disposition Strategies:**  
Lack of policy guiding disposition strategies and processes
- **Housing and Affordable Housing:**  
Lack of clarity around how City should or should not use City-owned real estate in support of market-rate or affordable housing
- **City Facilities/Civic Uses:**  
Lack of clarity around how City-owned real estate should be used to support City facility needs or support City operations and broader impacts on community and economic development

# Relevant Trends

In addition to reviewing adopted City policy and planning documents from the relevant departments within the City, the City and Heartland recognized the importance of evaluating current regional trends and how they impact real estate in the City of SeaTac. Heartland reviewed several plans across the Puget Sound Region, as well as plans provided by the City of SeaTac, to better understand their direct and indirect impacts on the existing City real estate portfolio and to inform strategy formulation. This report does not focus on a deeper dive into the research around these trends and plan. Rather, this report leverages existing research and data to summarize at a high-level the trends that are currently impactful on real estate and that should be monitored on an ongoing basis. The following trends are captured in this report:

- **Commercial Real Estate Trends**
- **Airport Economic Impacts**
- **Housing Supply/Demand Gap**
- **Parks and Recreation Trends**
- **Transit and Commuting Trends**

## COMMERCIAL REAL ESTATE TRENDS

- Multifamily development market benefiting from growing demand in SeaTac
- Retail shows strong occupancy at 97.7%, but market support for new retail is likely limited
- SeaTac's office market is stable but unlikely to grow rapidly from speculative development
- Industrial uses in SeaTac benefit from strong market support, likely due to the benefits of co-location with the airport
- High-rise construction, although allowed in designated areas, is not likely to be financially feasible in the near term due to current market rents

### Sources:

- *SeaTac City Center Economic Opportunities Review (revised) Memo; E.D.Hovee; 11/9/2019*
- *S. 200th St. Corridor Market Opportunities and Growth Scenarios; CAI; 03/2021*

## AIRPORT ECONOMIC IMPACT

- Of approximately 35,000 jobs in the City, 26,300 jobs are supported by the Airport, representing 75% of employment in SeaTac
- 1,050 airport employees live in SeaTac, or 7.1% of labor force working at airport
- \$6.4 Billion in economic activity, or 34% of SeaTac's GDP is generated by airport-related activities
- Generates million's of dollars in local taxes, historically around one third of all taxable sales in the City of SeaTac
- \$1.7 Billion in total compensation
- From 2014-2019 total passenger volume grew by 14 million, a 38% increase
- COVID paused this trend, but parking revenues from park and fly operations returning to pre-pandemic levels

### Sources:

- *Sea-Tac International Airport Economic impacts (revised); CAI; 8/2018;*  
[180808\\_CAI\\_sea\\_tac\\_airport\\_economic\\_impacts.pdf \(portseattle.org\)](#)
- *City of SeaTac CED*

### HOUSING SUPPLY/DEMAND GAP

- Since 2012:
  - *Home prices have risen 119%*
  - *Rents have risen 48%*
  - *Incomes have risen 29%*
- Housing costs in SeaTac have risen more slowly than the King County average
- Rents have risen in SeaTac, and are closely aligned with rents in other South King County cities
- Development costs have risen at the same rate as the rest of King County
- Demand for homes in the highest and lowest income brackets is exceeding supply

#### Sources:

- *SeaTac Housing Action Plan (Draft); City of SeaTac, Berk Consulting, MAKERS; 5/2021*

### PARKS AND RECREATION TRENDS

PROS Plan identified the following as priority needs for SeaTac residents:

- Indoor activities (i.e. gym, swimming)
- Community events
- Classes/programs for seniors/adults
- Outdoor activities

PROS Plan identified the following as programming for SeaTac residents:

- Play Opportunities and Trails
- Social Activities and Gatherings/Events
- Increase in need for park space for seniors and children

#### Sources:

- *PROS Plan – 2020 Plan Amendments; City of SeaTac; 11/2020*

### TRANSIT AND COMMUTING TRENDS

- Regional transit ridership growth increased by 19% in 2018, fastest among the top urbanized areas across the nation
- Ridership has been lower at South King County Transit stations; King County pilot testing VIA to Transit to increase access to transit in select communities through this shuttle service
- COVID had a greater impact on coastal transit metros, such as Seattle. National demand dropped by about 73% at the onset of the pandemic
- One year later Seattle area ridership remained 72% lower than at the onset of the pandemic in February 2020

#### Sources:

- *Puget Sound Trends – The impact of Covid-19 Pandemic on Park-and-Ride and Transit; PSRC – [Puget Sound Trends: The Impact of the Covid-19 Pandemic on Park-and-Rides and Transit – July 2021 \(psrc.org\)](#)*
- *King County – VIA to Transit – [Via to Transit - King County Metro Transit - King County](#)*
- *“The impacts of COVID-19 pandemic on public transit demand in the United States”; Liu, Luyu et al.; PLOS ONE; November 18, 2020; <https://doi.org/10.1371/journal.pone.0242476>*





# Portfolio Review & Needs Analysis

## PORTFOLIO REVIEW PROCESS

Heartland began its review of the City's real estate portfolio by examining each of the 42 properties noted in the existing data provided by the City. Additional information was also obtained from the King County Assessor records, and the City-owned/controlled properties were mapped to provide geographical context.

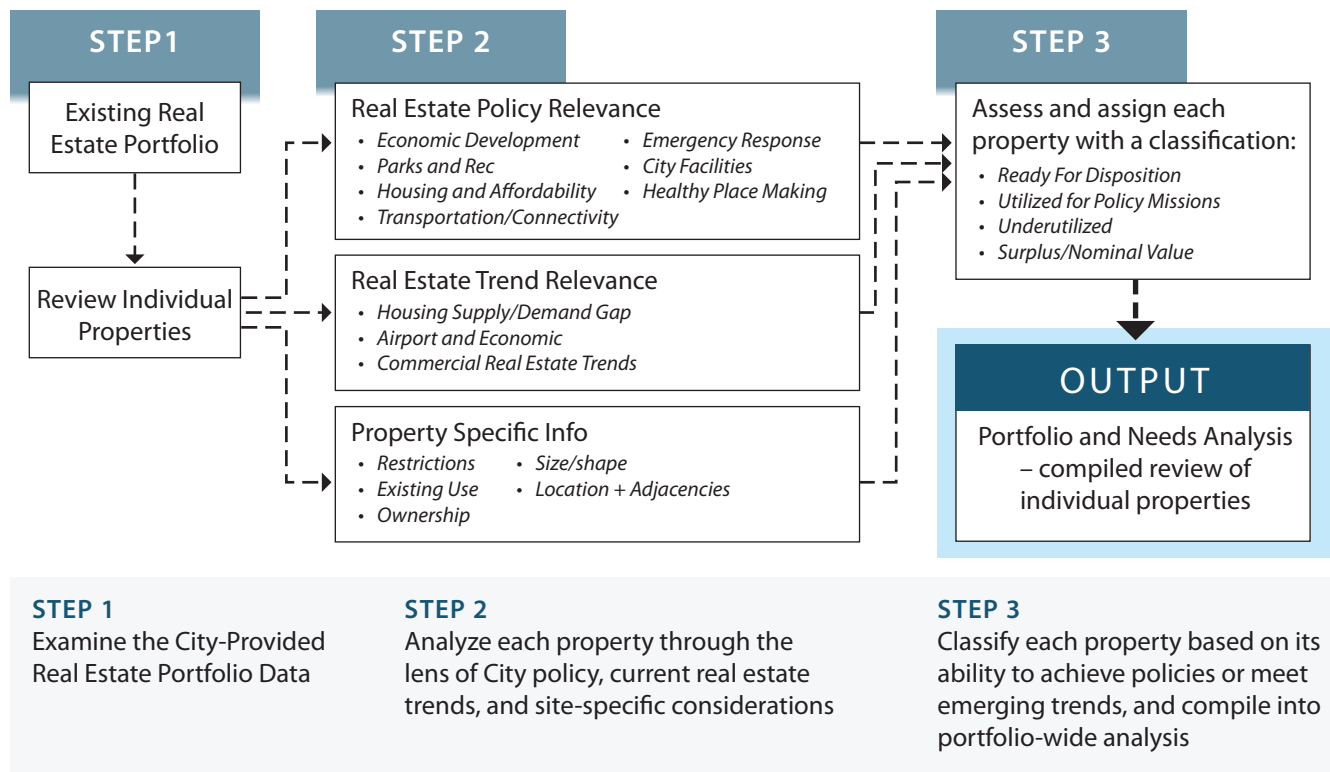
The City-owned/controlled properties were then analyzed through the following lenses: (1) each property's specific attributes; (2) each property's relevance to real estate-relevant policy (through the policy objective categories identified in Phase One, Exhibit A); and (3) through relevant real estate plans, planning documents, and trends impacting the City.

Finally, each property was classified based on its potential to achieve policy goals or meet emerging trends. To classify the properties, each one was assigned one of four following strategic classifications:

	<b>Disposition:</b>	Properties either currently being actively marketed or that have been identified by the City as candidates for likely sale.
	<b>Underutilized:</b>	Properties identified as having value but not maximizing support of a City mission or policy objective. These properties are of significant scale and have the potential to be improved or sold to support the City's mission or policy objectives. Some of these are large parcels that have restrictions or other issues currently preventing redevelopment or other property improvements. In these instances, Heartland has assumed that certain policy objectives such as increasing connectivity or enhancing parks and recreational usage could potentially be achieved. Upon further property specific review and feedback from City staff, these parcels may be reclassified as Surplus/Nominal Value. Eleven properties were classified as underutilized, totaling 22.2 acres across the portfolio.
	<b>Mission:</b>	Properties identified as in service or support of City missions or policy objectives. These properties may also present opportunities to further advance mission or policy objectives. Most of the portfolio by area (87%) is classified as Mission properties, largely due to parks and recreation land.
	<b>Surplus/Nominal Value:</b>	Small properties, often with irregular shapes and/or use restrictions or other encumbrances. These properties have nominal economic value, and are unlikely to achieve mission or policy objectives.

Heartland then compiled the classifications and previous analyses to generate a portfolio-wide analysis. This portfolio-wide analysis provides insight to the patterns and dispersion of the City’s real estate holdings and its strategic positioning. The following diagram (Exhibit E) illustrates this portfolio review process.

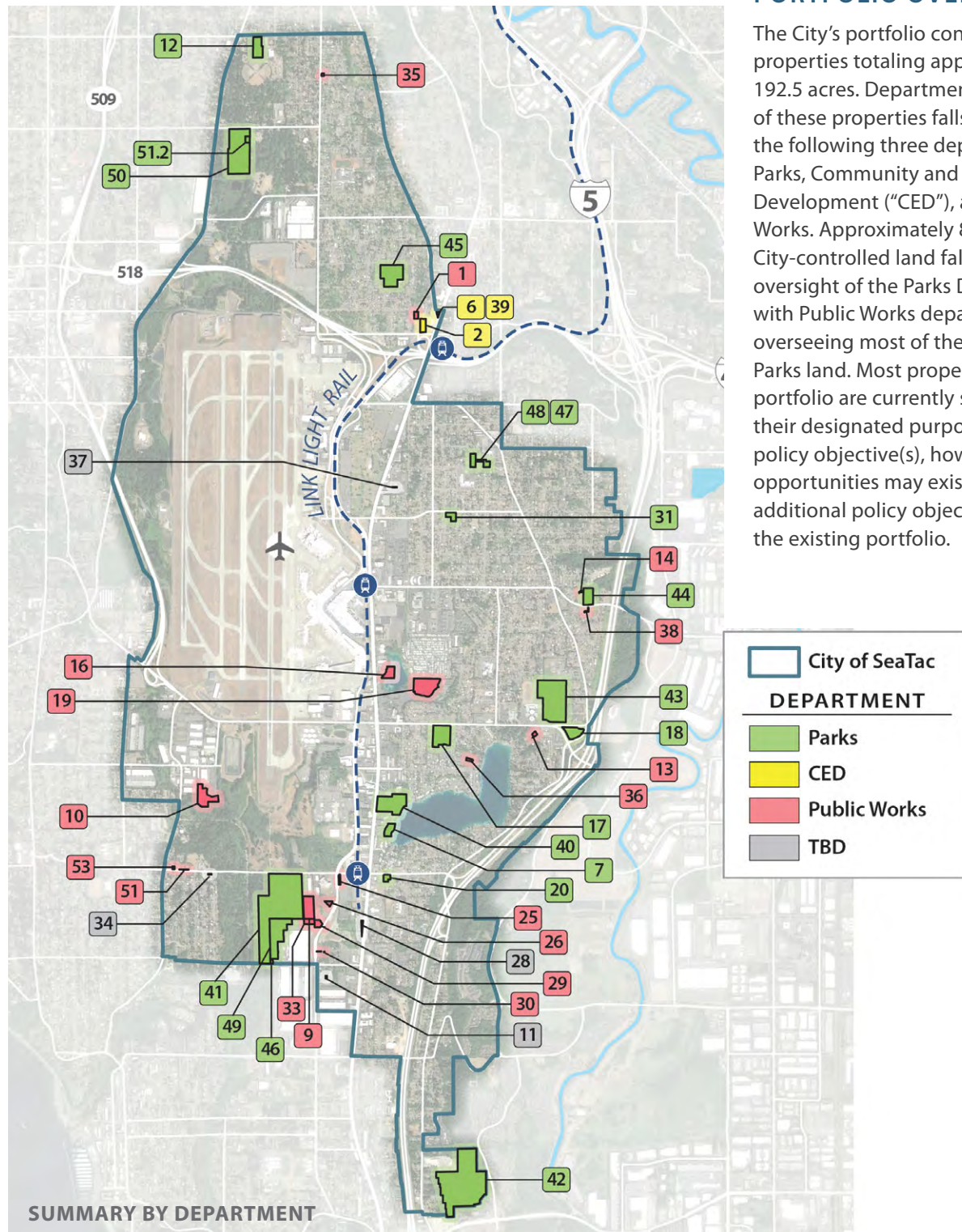
### EXHIBIT E: PORTFOLIO REVIEW PROCESS





## PORTFOLIO OVERVIEW

The City's portfolio contains 42 properties totaling approximately 192.5 acres. Department oversight of these properties falls under the following three departments: Parks, Community and Economic Development ("CED"), and Public Works. Approximately 87% of City-controlled land falls under the oversight of the Parks Department, with Public Works department overseeing most of the non-Parks land. Most properties in the portfolio are currently serving their designated purpose or policy objective(s), however opportunities may exist to advance additional policy objectives within the existing portfolio.

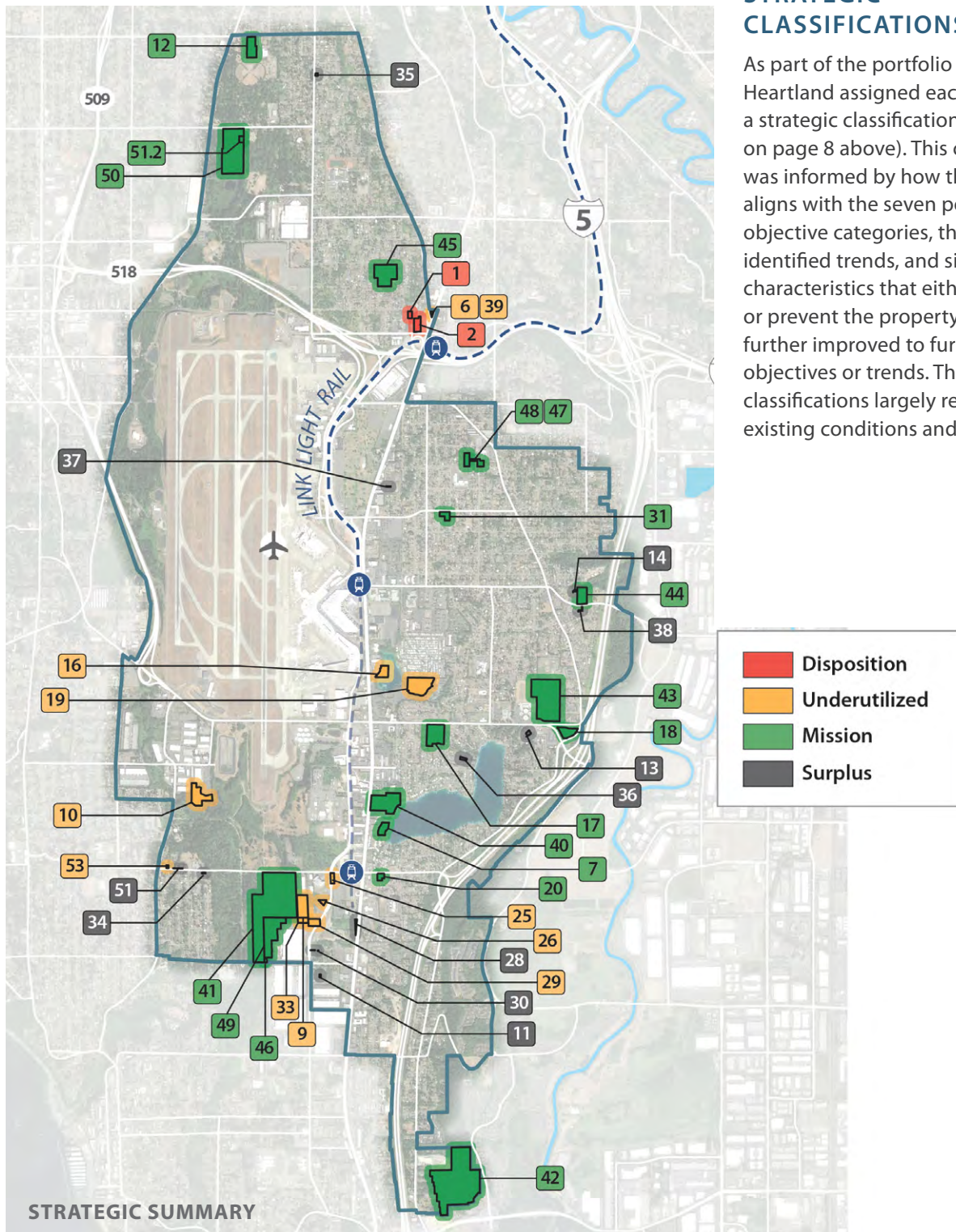


	PROPERTIES	TOTAL AREA (ACRES)
Parks	19	167.4
CED	3	1.6
Public Works	16	23.1
TBD	4	0.5
<b>TOTAL</b>	<b>42</b>	<b>192.5</b>



## STRATEGIC CLASSIFICATIONS

As part of the portfolio review, Heartland assigned each property a strategic classification (defined on page 8 above). This classification was informed by how the property aligns with the seven policy objective categories, the five identified trends, and site-specific characteristics that either enable or prevent the property from being further improved to further policy objectives or trends. The strategic classifications largely reflect the existing conditions and uses.



	PROPERTIES	TOTAL AREA (ACRES)
<span style="color: red;">■</span> Disposition	2	2.0
<span style="color: orange;">■</span> Underutilized	11	22.2
<span style="color: green;">■</span> Mission	18	166.8
<span style="color: darkgrey;">■</span> Surplus/Nominal Value	11	1.5
<b>TOTAL</b>	<b>42</b>	<b>192.5</b>

## PORTFOLIO POLICY RELEVANCE

In addition to assigning each property a strategic classification, Heartland assessed each property's potential to achieve the seven identified policy objectives. These assignments were made based on Heartland's review of the policies specific to each broad policy category and the physical attributes of each parcel. For some categories, such as Parks & Rec, the assignment was relatively straightforward. For others, such as Emergency Response which is often a secondary policy objective for a parcel, the assignment was made based on assumptions such as the size, shape and location of the parcel.

An individual property can contribute to one or more of the policy objectives, though for some only one policy objective applied. For example, a park can support Parks & Rec as a primary policy objective, and Emergency Response as a secondary policy objective. The following table shows the number of properties that currently support or have the potential to support the associated policy objective:

**EXHIBIT F: REAL ESTATE POLICY OBJECTIVE SUMMARY**

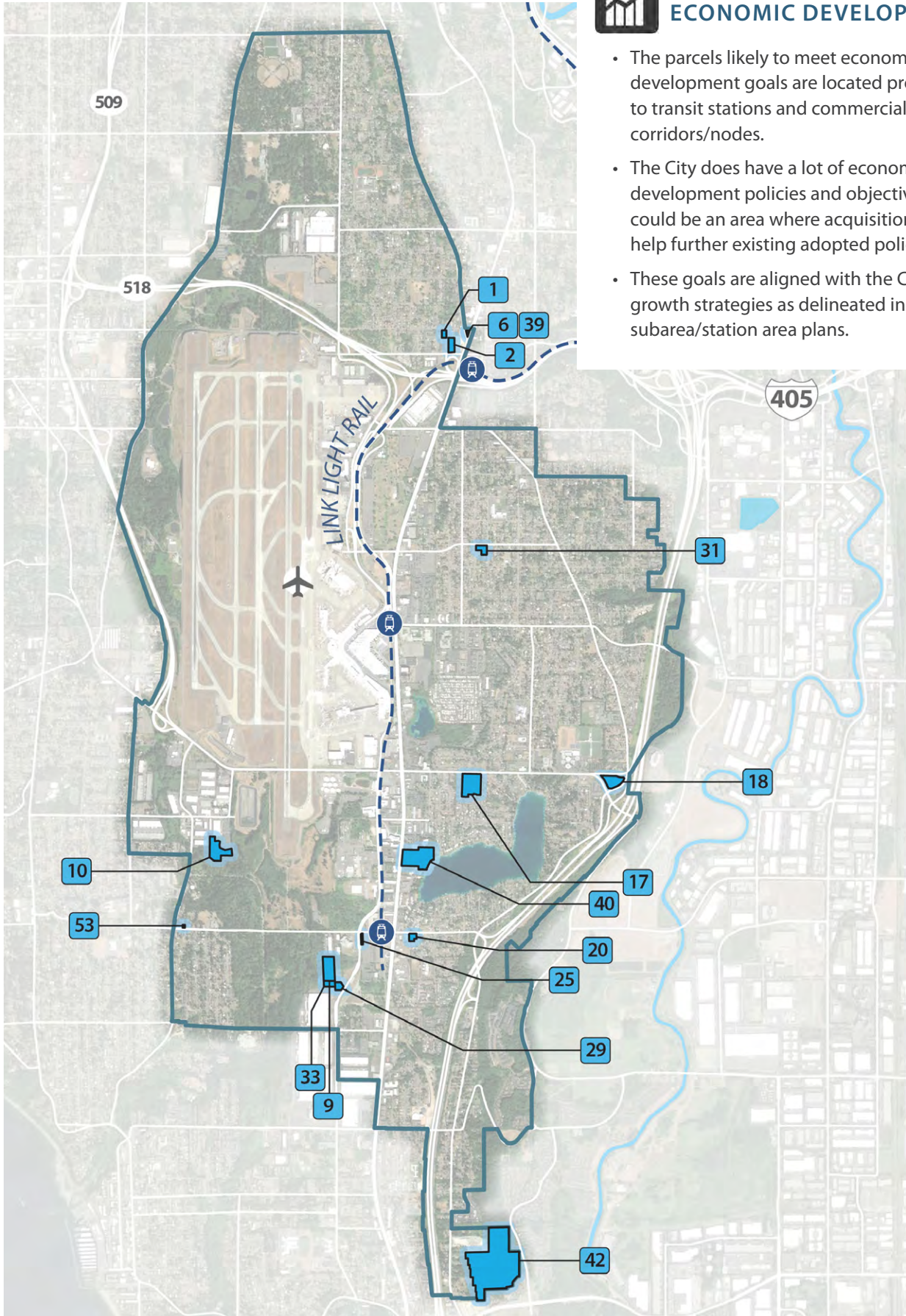
		PROPERTIES	TOTAL AREA (ACRES)
	Economic Development	16	72.7
	Parks & Rec	23	177.3
	Housing and Affordability	5	43.1
	Transportation/Connectivity	6	14.1
	Emergency Response	17	160.3
	City Facilities	4	5.2
	Healthy Placemaking	22	73.7





## ECONOMIC DEVELOPMENT

- The parcels likely to meet economic development goals are located proximate to transit stations and commercial corridors/nodes.
- The City does have a lot of economic development policies and objectives, this could be an area where acquisition may help further existing adopted policy.
- These goals are aligned with the City's growth strategies as delineated in the subarea/station area plans.

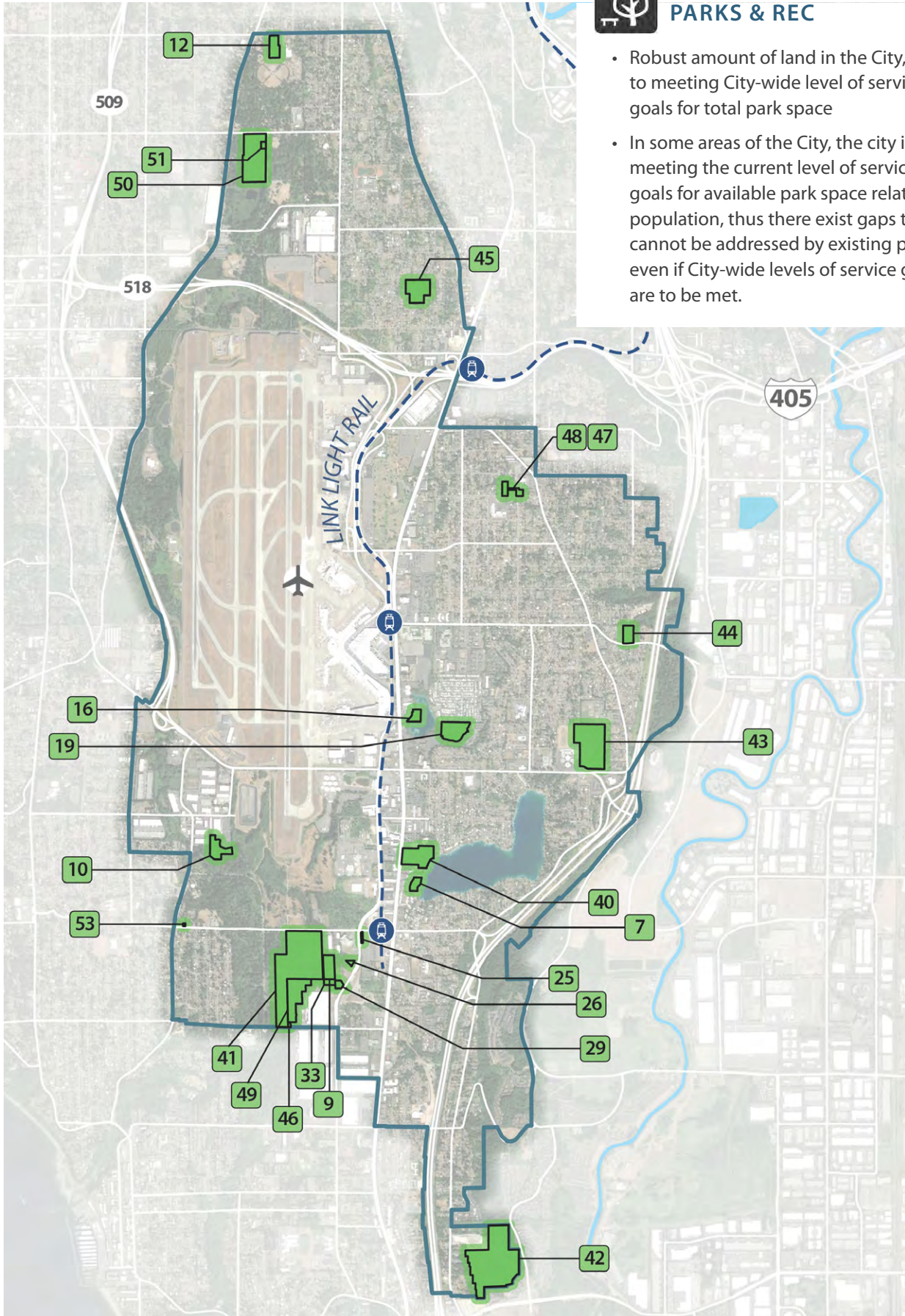






## PARKS & REC

- Robust amount of land in the City, close to meeting City-wide level of service goals for total park space
- In some areas of the City, the city is not meeting the current level of service goals for available park space relative to population, thus there exist gaps that cannot be addressed by existing portfolio even if City-wide levels of service goals are to be met.







## HOUSING & AFFORDABILITY

- The City does not currently have housing and affordability policies that necessitate the use of City-owned land.
- Should the City adopt policies that would necessitate City ownership of land, acquisition would likely be necessary.
- #2 – sale closed in Fall of 2021 to support a housing and mixed-use development.







## TRANSPORTATION/ CONNECTIVITY

- The City does not have significant real estate holdings that could help further existing transit and connectivity goals.
- Transportation/Connectivity can often be a secondary mission for a property, and future acquisitions could focus on properties that accomplish another policy objective along with transit/connectivity.

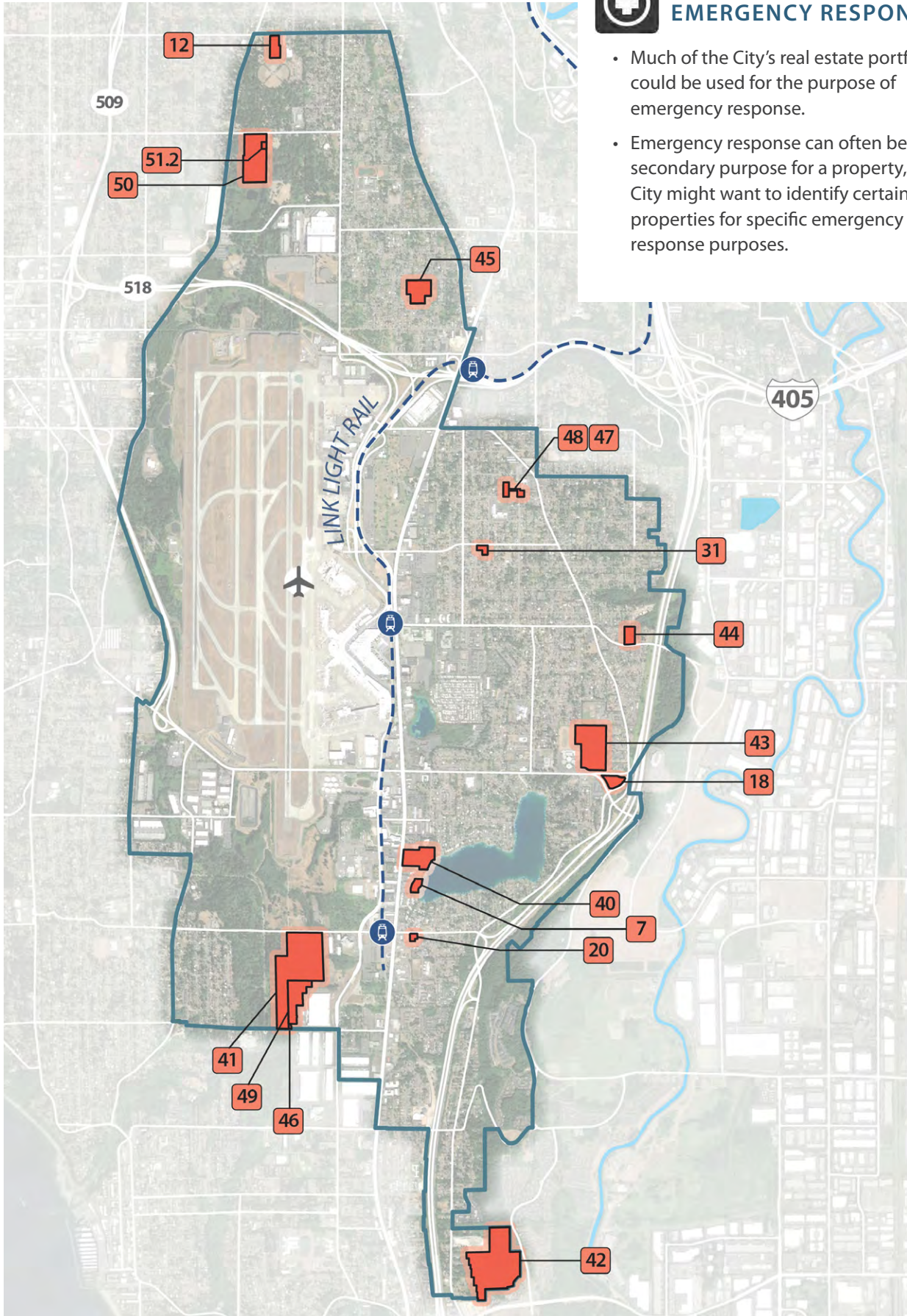






## EMERGENCY RESPONSE

- Much of the City's real estate portfolio could be used for the purpose of emergency response.
- Emergency response can often be a secondary purpose for a property, but City might want to identify certain properties for specific emergency response purposes.

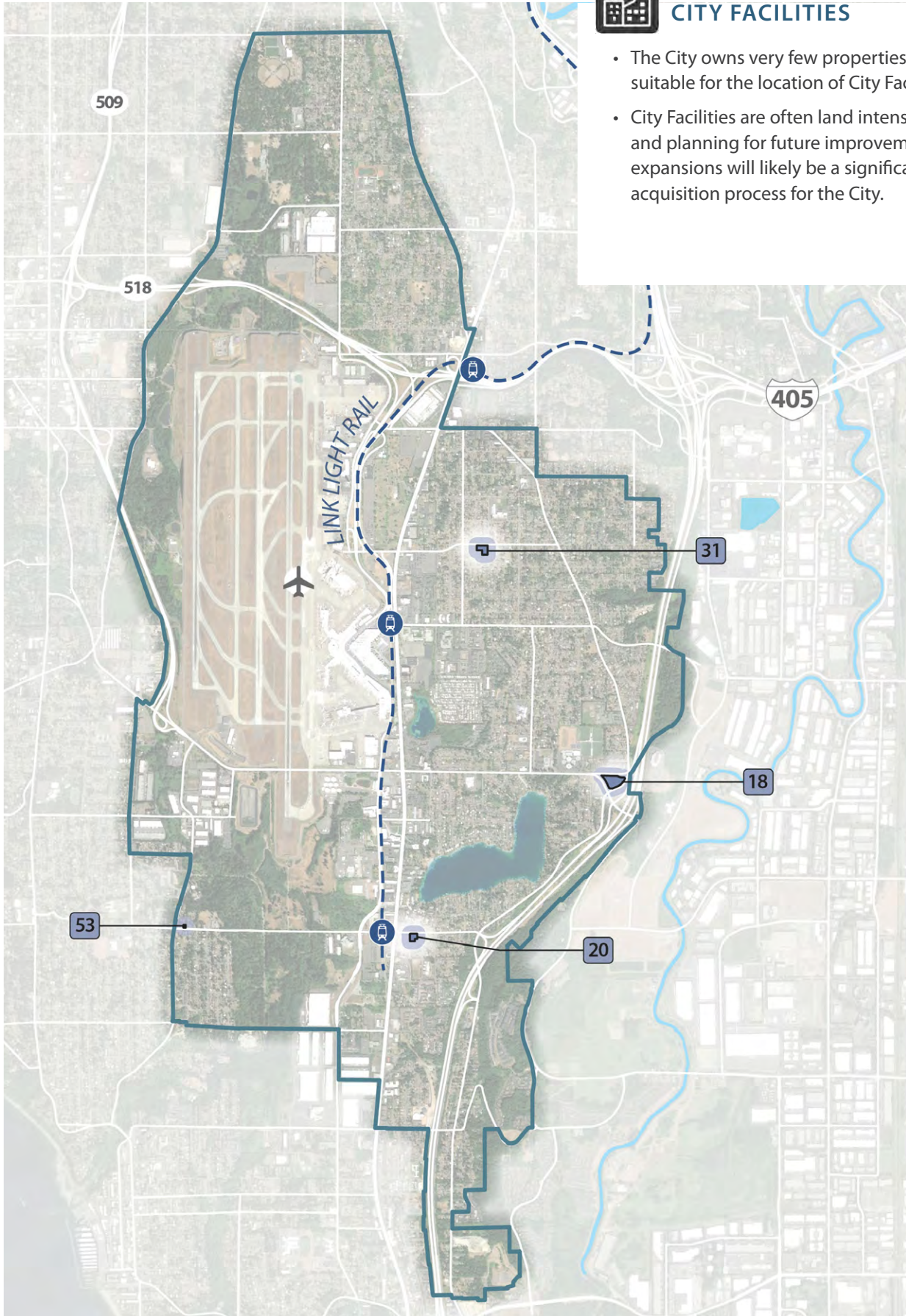






## CITY FACILITIES

- The City owns very few properties suitable for the location of City Facilities
- City Facilities are often land intensive, and planning for future improvements/expansions will likely be a significant acquisition process for the City.

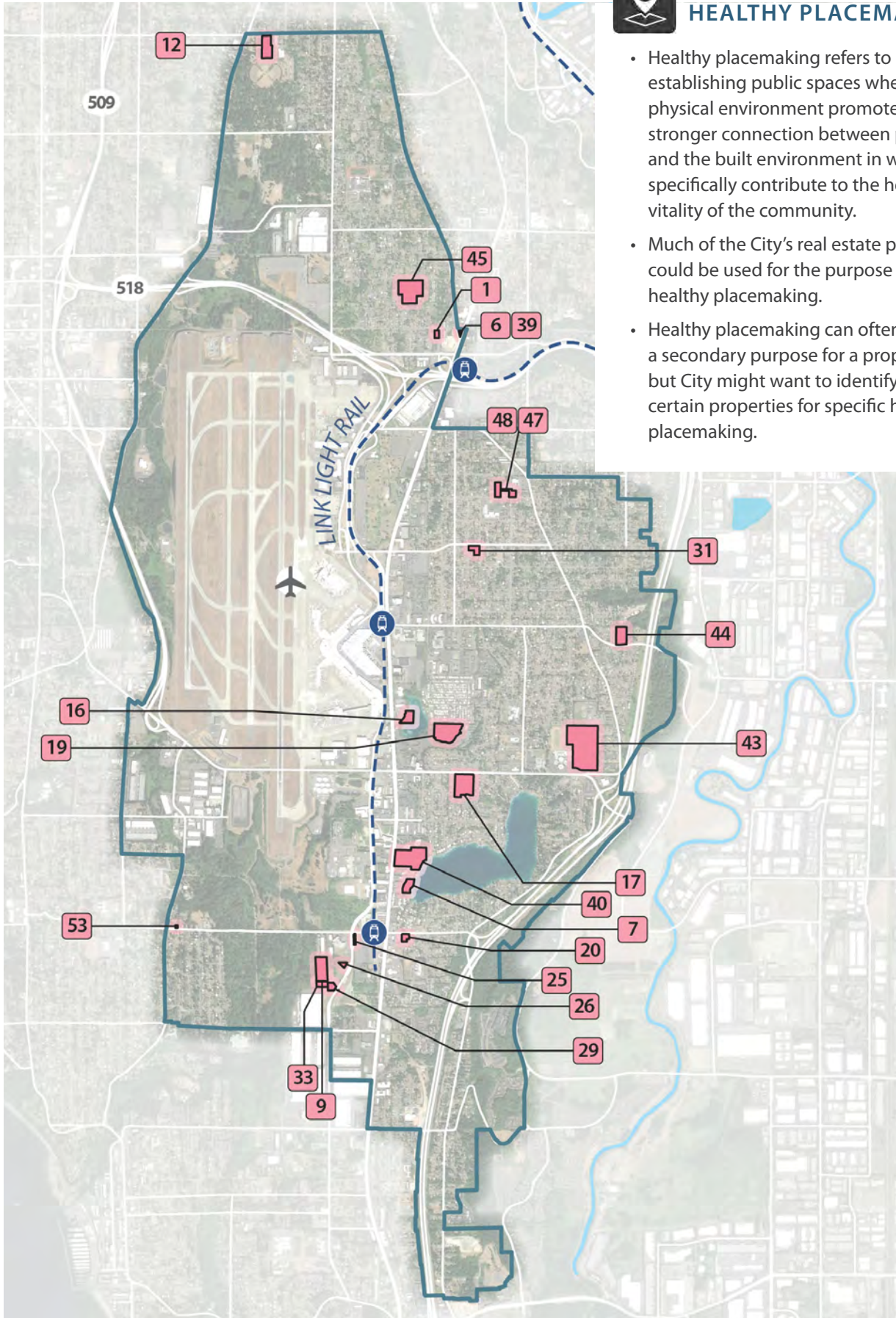






## HEALTHY PLACEMAKING

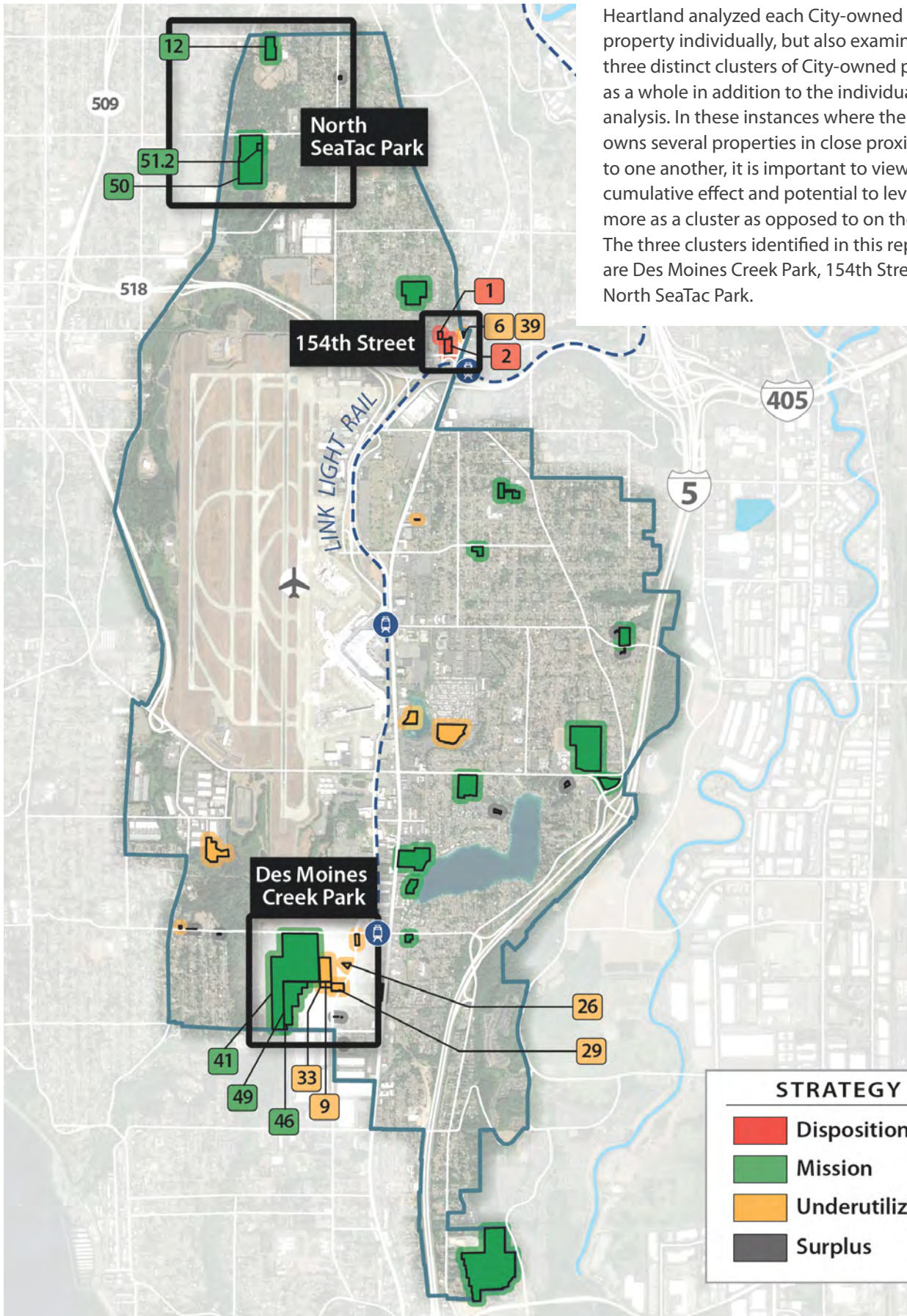
- Healthy placemaking refers to establishing public spaces where the physical environment promotes a stronger connection between people and the built environment in ways that specifically contribute to the health and vitality of the community.
- Much of the City's real estate portfolio could be used for the purpose of healthy placemaking.
- Healthy placemaking can often be a secondary purpose for a property, but City might want to identify certain properties for specific healthy placemaking.





## PROPERTY CLUSTERS

Heartland analyzed each City-owned property individually, but also examined three distinct clusters of City-owned property as a whole in addition to the individual-level analysis. In these instances where the City owns several properties in close proximity to one another, it is important to view their cumulative effect and potential to leverage more as a cluster as opposed to on their own. The three clusters identified in this report are Des Moines Creek Park, 154th Street, and North SeaTac Park.







## DES MOINES CREEK PARK

The Des Moines Creek Park cluster of properties is comprised of parcels that are formally part of Des Moines Creek Park and those that are adjacent or proximate to the park but not currently programmed as park land. Des Moines Creek Park is a regional park, and is located close to both the Angle Lake light rail station area and industrial land primarily owned by the Port of Seattle and which supports many airport-related jobs. The City has an opportunity to leverage both existing park land and other underutilized parcels in this area to support both the mission of a regional park and potentially other healthy placemaking and/or economic development objectives given the proximity of transit and a number of employers.



## 154TH STREET

The City noted ownership of four parcels in the 154th Street area, all of which are proximate to the Tukwila International Boulevard Light Rail Station. Property #2 was sold in Fall 2021 to be developed as a mixed-use multifamily project, while property #1 has been designated for disposition by the City but is not yet under contract to be sold. These parcels have the potential to contribute to several policy goals, including economic development, healthy placemaking, connectivity to transit, and housing production. They are also well located to respond to commercial real estate and housing trends, given their proximity to the light rail station and several major corridors.



## NORTH SEATAC PARK

North SeaTac Park is the largest park within the City of SeaTac, and while most of the land is leased long term from the Port of Seattle, the City manages the park, and can program it to serve both the region and local/nearby residents. There are some limitations in what the City can do with the land given the land ownership by the Port, as well as Federal Aviation Administration (FAA) regulations due to proximity to the north end of SEA Airport runways.

# Implementation Framework

## OVERVIEW

### PURPOSE: Ongoing review, and evaluation of new opportunities

The City of SeaTac municipality owns a substantial real estate portfolio of public assets. The Implementation Framework, described in detail in this section of the report, is designed to provide the City of SeaTac with a process to evaluate both the City's existing real estate portfolio on an ongoing basis, as well as the pursuit of new real estate opportunities to fulfill and/or accomplish policy objectives. Specifically, the overarching vision for the City is defined in the Comprehensive Plan and related policies. Public assets and civic buildings play a strategic role in defining and implementing the built environment and often serve as a catalyst and/or anchor for other development.

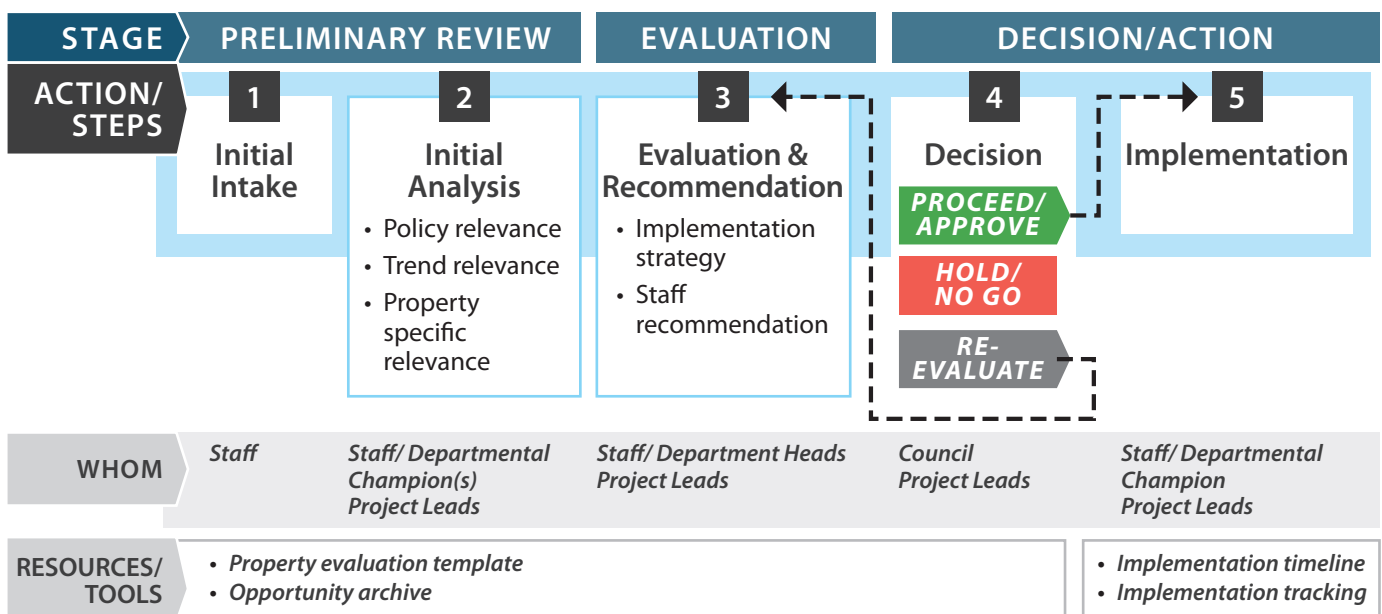
Heartland worked with City staff to understand the City's existing process for evaluating opportunities and identified specific methods to improve upon this existing process. This proposed Implementation Framework is not designed to reinvent the City's process, but rather to further define and enhance the existing process to empower City staff and legislators to make better informed decisions regarding the City's real estate. It is also not designed to be prescriptive or to recommend specific opportunities or properties that the City is currently evaluating, but to offer the City a process to make informed decisions anchored in policy objectives.

The process laid out in this framework involves an active initial review and ongoing periodic updates as trends and policies in the City evolve over time, with these reviews to be formally recorded and used as historical references.

### Process (summarize the process based on existing and proposed changes)

City staff provided Heartland with input on the process currently used by staff to evaluate real estate decisions. This process, which is informal in nature and not codified, consists of five action steps, which Heartland has reclassified into three broader stages. These five action steps and three broad stages are illustrated below:

1. Initial Intake/Review against existing policy basis (Preliminary Review)
2. Initial Analysis (Preliminary Review)
3. Evaluation (Evaluation)
4. Decision (Decision/Implementation)
5. Implementation (Decision/Implementation)



### Opportunities for Improvement

City staff feedback emphasized that the areas with the greatest amount of ambiguity and least amount of structure in the existing decision making-process are found in Step 3 (Evaluation) and Step 4 (Decision) of the process. The City desires to pivot from a reactive approach to a holistic strategic approach for evaluating opportunities. This improved strategic approach to real estate decisions instead will enable the City to achieve their goals by:

- Rooting decisions in existing policy objectives
- Routinely evaluating the existing real estate portfolio to measure effectiveness in achieving these policy objectives. This includes evaluating the level to which policy objectives direct the use of real estate and addressing policy gaps.
- Creating a standard process/format that more effectively communicates the evaluation of opportunities and document the process and analysis to establish a consistent decision-making process.
- Incorporating the evaluation of implementation strategies for new opportunities at the evaluation stage to better prepare legislators for key decisions.
- Recording an archive of opportunities evaluated to function as a living document that can guide decisions on future opportunities.

### On-going Evaluation

The City of SeaTac has dynamic real estate needs and opportunities, thus the existing real estate portfolio will benefit from periodic evaluation. The work performed by Heartland in the first two phases of this report represents a guide for these future evaluations by presenting a consistent format. This ongoing policy-centric evaluation of the existing portfolio combined with a consistent process for the evaluation of new opportunities as they arise will provide clarity to City staff and legislators and allow them to measure how the portfolio of properties and/or opportunities align within existing policy objective categories. Additionally, this evaluation serves as a living record of progress towards specific real estate strategic goals and will help further anchor the real estate strategy.

### Recommendations

RECOMMENDATION	NOTE	POTENTIAL DELIVERABLES & ACTIONS
<b>Opportunity Tracking through the Process Framework</b>	As opportunities are evaluated , create a tracking document as a way to organize, annotate, and archive to further efficiencies in the future	Chart (e.g. Gantt Chart) to track important milestones and decision points and manage timelines
<b>Opportunity Evaluation Framework</b>	Leveraging the property evaluation cards in Phase 2, create a template for the initial property evaluation and assessment to be uniformly organized	Template Evaluation Sheet; see Appendix for property card examples for template format
<b>Updates to this report to make it a living document</b>	Recommend a portfolio review cadence, and potentially revisit the policy matrix as well	City staff suggested that a cadence of 2-4 years would coincide well with the budget cycle. Potential for other drivers of cadence

### PROCESS FRAMEWORK STAGE 1: PRELIMINARY REVIEW

#### Initial Intake/Discussions

The current opportunity review process typically begins with internal discussions about real estate opportunities and decisions. These discussions often materialize into an initial analysis of the opportunity or pursuit. This step should identify the source of the opportunity (e.g. existing real estate portfolio or recently listed for sale property). The initial intake step should also identify the policy objective(s) that would be furthered by this opportunity as an early screening tool. By formalizing this initial intake stage, the City can create a record to track staff analysis of real estate opportunities through the implementation process. This formalized intake process will also better position the opportunity to efficiently move through the process. Creating a formal tracking procedure also provides a convenient tool to review new opportunities in the context of previous opportunities, in addition to the context of the City's existing real estate portfolio.

#### Initial Analysis

Following the formalized initial intake, the opportunity proceeds through an initial staff-level analysis. This initial analysis is intended to examine the basic details and information around the opportunity to facilitate the decision-making process among staff to advance (or not advance) the opportunity to the evaluation stage. Regardless of the decision to proceed or not proceed to the evaluation stage, the full preliminary review stage (Initial intake + Initial analysis) should be archived, along with the reasoning behind the decision to proceed or not proceed with the opportunity.

### PROCESS FRAMEWORK STAGE 2: EVALUATION

The evaluation stage involves the most staff time and focus of the three stages. In this stage, staff will determine if they decide to recommend a real estate action to City Council. This recommendation will need to be supported with analysis of the real estate itself as well as an evaluation of how to implement the opportunity.

There are two types of evaluations that staff can focus on in the Process Framework:

#### Opportunity Evaluation:

Opportunity evaluation is the consideration of opportunities to acquire or dispose of real estate. This includes opportunities directly sourced by the City (e.g. identifying a property to satisfy the Parks and Rec desired level-of-service objectives), or ones that become publicly available when a third party markets them for sale (e.g. the Sound Transit Request For Proposals for the Angle Lake Station site). Similar to the preliminary review stage, each opportunity evaluation should be recorded and archived whether the decision is to proceed or not proceed with the opportunity. This provides an opportunity to reevaluate this opportunity in the future and leverage the resources already invested in evaluation. Archiving these records also reduces the potential risk of duplicating efforts to review the same opportunities.

#### Portfolio Evaluation:

The portfolio evaluation is the review of the City's existing real estate portfolio. This review includes an evaluation of each City-owned and City-leased property individually as well as a comprehensive review of the complete portfolio to gauge the degree to which existing properties in the portfolio are supporting the City's policy objectives through the existing real estate assets. The work in Phases One and Two of this report illustrates Heartland's approach to this review process. As the real estate portfolio is dynamic and changes over time, it will remain necessary to update this portfolio-level evaluation on a regular cadence. Additionally, the City establishing the frequency of this cadence of portfolio reevaluation is a recommendation of this report.



## Evaluation Components

### Real Estate Policy Relevance

The most important evaluation component is understanding how the opportunity or existing property supports existing policy objective(s) through real estate. When reviewing properties in the portfolio it is important to distinguish between the way properties currently contribute to the policy objectives and the potential to amplify existing contributions or contribute to additional policy objectives.

When evaluating new opportunities, Heartland's recommendation is to employ the same methodology regarding policy objectives used in evaluating the existing real estate portfolio. Leveraging the input and conversations in the preliminary review phase, it is important to establish how the opportunity contributes to the real estate policy objective categories shown in Table 1.

In addition to supporting the direction of the real estate strategy, the evaluation of policy objectives presents the opportunity to evaluate City policy and potentially identify areas where additional policy direction may be helpful in guiding real estate decisions. Ultimately, real estate is a tool to implement policies and provides places to deliver services.

### Real Estate Trend Relevance

The evaluation of real estate trend relevance examines how a property in the City's existing portfolio or a new opportunity aligns with current economic and real estate trends impacting the City of SeaTac. As the portfolio review and opportunity review are an ongoing process, the understanding of trends impacting the City will need to be refreshed as trends evolve. At the time of this report the following were identified as the most significant trends to monitor:








- Commercial Real Estate trends
- Airport Economic Impacts
- Housing Supply/Demand Gap
- Parks and Recreation Trends
- Transit and Commuting Trends.

### Property-Specific Evaluation

Property-specific evaluations are essential when reviewing both existing City-owned real estate and new opportunities being evaluated. This detailed evaluation includes physical characteristics (parcel size, shape, topography, etc.), as well as non-physical attributes such as zoning and site context (surrounding ownership, land use, political implications, etc.). Most of these physical site considerations are included in the individual property reviews found in the Appendix of this report, while the non-physical attributes to be considered will vary depending on the specific opportunity.

The property specific evaluation is a tool to measure the degree to which the site can serve policy objectives or relevant real estate trends. As a hypothetical example, a property with existing improvements that could be repurposed by the City to further policy objectives may provide greater and more efficient policy support when compared to a parcel that requires redevelopment. The unique features of each opportunity or property should be fully explored and clearly communicated in this section of the evaluation. It is also important to consider parcels holistically and their relationship in and among the City's full real estate portfolio.

**TABLE 1 - POLICY OBJECTIVE CATEGORIES**

	Economic Development
	Parks and Rec
	Housing and Affordability
	Transportation/Connectivity
	Emergency Response
	City Facilities
	Healthy Placemaking

### Implementation and Funding Strategy Evaluation

Identifying potential implementation and funding strategies in this evaluation phase allows decision-makers to understand what is and what is not possible when prioritizing among several potential opportunities and contextualizing them along with existing implementation efforts. If a decision to proceed with an opportunity is approved, the implementation strategy evaluation will also serve as a roadmap to guide the implementation process.

Evaluating implementation and funding strategies also has the effect of quantifying the potential impact on the City's human and financial resources and capacity. For example, an opportunity to ground lease City-owned land to a development partner requires substantially less staff time and financial capital than one where the City were to self-develop on the same property. Implementation and funding strategies are further explored in more depth in the next section of this report, see page 29.

Additionally, real estate investment decisions can have impact on future development capacity (e.g. bonding, use of tax revenues, etc.).

## PROCESS FRAMEWORK STAGE 3: DECISION/IMPLEMENTATION

### Decision

Following the City staff's preliminary review (initial intake and initial analysis) and evaluation, the vetted potential opportunities are presented to the City's legislative decision makers. City Council can choose to approve the opportunity, decline to act on the opportunity, or request a re-evaluation of the opportunity by staff.

The organization around this stage of the process should be designed in a consistent format to help facilitate the decision-making process. A consistent format helps to streamline and more effectively communicate the important information around each opportunity/decision, and enables the legislative decision-makers to become familiar with the process and find it easier to digest and evaluate.

It is also essential to identify the decision considerations related to each opportunity. Examples of these considerations should include:

- Is administrative or council review/approval required?
- Based on the implementation strategy evaluation, will this action require a budget amendment?
- Would additional City staff need to be hired or third party vendors need to be contracted in order to execute on this transaction?
- What are the opportunity costs of executing on this opportunity?
- Are there any other/better options available?
- What are the implications of delaying the timing of the decision?

Organizing and presenting these questions along with the strategic context for each opportunity empowers decision makers in the decision-making process.

### Implementation

If the process framework is followed, the implementation of the opportunity should prove to be relatively straightforward. The decision by the City to pursue an opportunity will have identified what the opportunity is as well as the implementation strategy. Key City staff that will execute and/or oversee implementation activities should be identified with their roles clearly established. Staff will then be empowered to carry out the implementation, both internally and via external specialists (e.g. attorneys, brokers, general contractors, etc.). Progress of the implementation process should be tracked both for reporting and historical record keeping.

### IMPLEMENTATION STRATEGIES

As part of the evaluation stage of the process framework, Heartland has recommended that staff examine potential implementation strategies to include with a recommendation to Council. These strategies can take the form of transaction strategies or funding strategies, some of which can function as both.

Once City staff has determined that they would like to recommend an opportunity based on property-specific merits (or possibly in conjunction with the property-specific analysis), an evaluation of potential funding/transaction methods for an opportunity enables City legislators to understand what tools they have at their disposal, or even how to prioritize multiple simultaneous opportunities. Rather than adding questions to the decision-making process, proactively examining these tools can in fact help clarify the opportunity further.

There are three components to the strategy:

- Development Structure
- Funding Method
- Transaction Methods

Overlap exists between these three components. Some funding methods are also transaction methods. Certain funding sources are only possible for a public project, while others would only be available to a public-private transaction. The list below is not a list of all available options, but rather outlines some key or common options and strategies available to the City, and why the City might choose one over the others.

#### Development Structure

The City will first need to determine if it wishes to develop the opportunity on its own, with another public entity, or to engage with a private development partner in order to implement the opportunity.

##### DEVELOPMENT STRUCTURE: SELF-DEVELOP

###### What is meant by self-develop?

To self-develop in public transactions, City performs the role of a typical land developer to source internal and external resources to execute the development of real estate. In this transaction method, the City assumes the risks associated with development, but retains the highest degree of control over the development. This is not a funding method, and would likely require public funds in order to construct as this would not rely on a public-private partnership.

###### Why would the City choose to self-develop?

- The City wishes to have the highest degree of control over development
- The City believes that it can develop the property more efficiently than the private sector given the type of use and financing available

###### Why would the City choose not to self-develop?

- The City does not wish to assume the full risk associated with self-developing a property
- The City believes that involving a private partner to develop the property via another transaction strategy would be more efficient or effective than self-developing the property
- The City lacks the resources or capacity to engage in this process, or the benefit associated with self-developing a property does not justify the cost



### DEVELOPMENT STRUCTURE: PUBLIC PARTNERSHIP

#### What is meant by public partnership?

Public partnerships refer to partnerships with mutually aligned public agencies. This structure would combine the interests, efforts, and resources of the City and one or more additional public entities (e.g. King County, the Port of Seattle, school district, etc.). The partnership could take the form of sourcing capital from another public agency or from another public agency taking on the development risk for a mutually aligned project that the City is a party to.

#### Why would the City choose to leverage public partnership?

- To provide additional sources of funding to leverage the City's sources for a mutually aligned mission
- When the City desires to use land that is controlled by another public entity control that could be contributed to a mutually aligned goal or objective

#### Why would the City not choose to leverage public partnership?

- The City and the other public entity are not mutually aligned on mission and goals
- The cost-benefit trade-off does not make sense for City resources
- The City can more efficiently develop the property either on its own or with a private partner
- Interlocal agreements and the decision-making process can be lengthy and complex

### DEVELOPMENT STRUCTURE: PUBLIC-PRIVATE PARTNERSHIP

#### What is meant by public-private partnership?

Public-private partnership encompasses a wide range of deal structures that combines both private and public interest into an opportunity or development project. The advantage to the City in selecting a Public-private partnership is that the developer sources and/or fronts much of the capacity, energy and resources required to manage the development process. The benefit to the City varies depending on the deal, however the City can use public-private partnership to lower risk and reduce demand on internal capacity.

#### Why would the City choose to utilize a public-private partnership?

The City could choose to leverage a Private development Partnership when the scale goes beyond just the functions required by the city. For example, if the city wanted to control a civic use within proposed mixed-use new commercial development proposal. In this hypothetical example, the City could negotiate a contribution to secure a civic interest in this development to promote the public facilities Policy objective. Helping to facilitate this mixed-use development through the private development partnership could also compound the policy support by also supporting Healthy placemaking policy objectives and possibly economic development objectives as well.

#### Why would the City not choose to utilize a public-private partnership?

- Risk of public scrutiny
- No credible development partners
- Benefit (material/nonmaterial) or pursuing the partnership does not justify the cost.
- City wants more control over project, and also has ample resources and capacity to execute by self-developing

### Funding Methods

Funding methods for public uses are often limited by what the intended use are, but with creative implementation, several different funding sources can be used. Some funding sources are specific to publicly developed projects, while others are more associated with public private development. Examples of funding for publicly developed projects are:

- City of SeaTac Lodging Tax Funds
  - *Can be used for Economic Development projects that promote tourism*
- Operating Budget funds
  - *Unlikely to be used for anything other than very minor improvements to existing facilities*
- Municipal Debt (either General Obligation or Revenue)
  - *Would necessitate involvement of city finance and outside parties to execute*
  - *More difficult politically to approve*
  - *Could be dependent on projections of future revenues, if applicable*
- County or State funds
  - *These funds are often grant funds intended for specific purposes*
  - *These could also be leveraged in public partnership projects*
- Federal Infrastructure (ARPA) funds
  - *Specific to the federal infrastructure bill passed in 2021 and highly competitive with other eligible uses*
  - *Only applicable to specified types of projects*

Public-private partnerships are also able to utilize funding methods available for publicly developed projects if they meet defined criteria, and also have the benefit of leveraging those sources with private debt and equity markets as well as other funding sources specific to public-private development programs. Many of those sources are linked to specific transactions, which can be found in the next section.

### Transaction Methods

The below list is not comprehensive, but shows several potential transaction methods, some of which are also funding methods. Most of these apply to public-private partnerships.

#### TRANSACTION & FUNDING METHOD: TAX INCREMENT FINANCING

##### What is tax increment financing?

Tax Increment Financing ("TIF") is both a funding and a transaction method that requires a public-private partnership. TIF captures property taxes generated from the increased assessed valuation on a privately developed site following infrastructure investment. TIF was previously not enabled in Washington State, but became law in 2021 and can begin to be implemented in 2022.

##### Why would the City choose to pursue tax increment financing?

TIF is a powerful tool that enables the development of sites that lack development feasibility due to a lack of necessary supporting infrastructure that would be too costly for the private sector to construct. The City would choose to pursue TIF if the development of a key parcel by the private sector was an objective, and the City desired to construct the infrastructure to support the private development, to fund public infrastructure and improvements, or a combination of the two.

### Why would the City not choose to pursue tax increment financing?

The recently passed TIF legislation has many limitations, including a limit of how many areas (two) within a municipality it can be used, a limit to the assessed value of the TIF increment area, and a specific list of improvements that it can be used to fund. The opportunity must line up with these restrictions. Additionally, TIF must pass a strict “but for” test to demonstrate that the project would not have happened without the TIF funds, and can potentially be difficult to implement without a strong financial case and political support.

## TRANSACTION & FUNDING METHOD: 63-20 FINANCING

### What is 63-20 financing?

63-20 Financing is a public-private partnership tool that allows for the issuance of public bonds by nonprofit corporations on behalf of state and municipal entities. The name refers to a ruling made by the Internal Revenue Service in 1963. This tool differs from a traditional issuance of municipal bonds to fund the construction of public facilities in that it enables a private developer to manage the development and financing of the facility, overseen by the nonprofit bond issuer. Thus, a municipal entity can have a facility constructed for it as part of a private development, provided that the developer complies with the pertinent IRS regulation.

### Why would the City choose to pursue 63-20 financing?

- Eliminates the need to acquire or utilize existing public land for new public facilities
- The City would not need to issue any debt or rely on other scarce public financing tools to fund the construction of the municipal facility
- Provides a mechanism for the City to eventually own the facility following its construction and occupancy

### Why would the City not choose to pursue 63-20 financing?

- Requires finding a willing and competent private developer that owns a parcel that matches the City’s needs for a facility
- Involves a complex financial and legal structure (though one with a track record in Washington State)
- Cedes more development control to the private sector as opposed to direct financing and development by the City

## TRANSACTION METHOD: EMINENT DOMAIN

### What is eminent domain?

Eminent Domain refers to the power the City government has to take, through condemnation, private property for a public use. Entire properties or portions of property can be condemned. It is often utilized when there is a clear public need and there are no sufficient alternative properties available to acquire. Eminent domain is almost always used for publicly developed projects as opposed to public-private development.

### Why would the City choose to pursue eminent domain?

- Acquiring properties for Rights of Way and public access for transportation or public works purposes when landowners are unwilling to transact.
- A clear need exists for a specific property to serve a public benefit that would otherwise be impossible to provide, and the value or necessity of this public benefit justifies the costs (both material and political) to pursue Eminent Domain.

### Why would the City not choose to pursue eminent domain?

- State constitutional restrictions of eminent domain for economic development uses.
- Eminent Domain is frequently a contentious, expensive, and timely process.
- There are typically alternative approaches, or alternative properties that could be pursued, with Eminent Domain to be used as a last resort.
- Eminent Domain would not be recommended for pursuits with less policy objective support, and especially for policy efforts that may be perceived as desired but not necessary.

## TRANSACTION METHOD: GROUND LEASE

### What is a ground lease?

A ground lease (or land lease) is a long-term lease that grants the lessee the right to improve and maintain full utilization of the property, subject to specified lease terms and within legal rights, for the specified term and in exchange for lease income paid to the lessor. The lessor retains legal ownership of the property and receives lease income, while granting long-term control of the site to a different entity. There can often be a trade-off between the amount of lease revenue and the degree of control granted to the lessee. For example, if a ground lease terms heavily restrict the type of development/land use on a site, this will likely reduce the amount of lease revenue achievable, but allows the lessor to maintain more control over how the site is used.

### Why would the City choose to pursue a ground lease?

#### As Lessee:

- The City can enter into a ground lease as a lessee to gain control over publicly owned land owned by a different government agency that is not willing or legally able to sell the land. The current ground lease agreements with the Port of Seattle for North SeaTac Park provide an example of this arrangement.

#### As Lessor:

- The City desires to retain long-term ownership of a property but wishes to engage the private sector to develop the site. This provides lease revenue to the City that can provide a revenue source to be deployed towards other policy objectives.
- The City desires to retain a level of control over the use of City-owned land but in a manner that is still economically feasible for a third party to develop the site. This could take the form of limiting a site to commercial development in a way that supports current economic development policy objectives.

### Why would the City not choose to pursue a ground lease?

- The City would not likely pursue a ground lease as a lessee if permanent and/or complete control of the site was desired or legally required.
- Pursuing a ground lease as the lessor would be unfavorable if the City desires a high degree of control over how the site is developed or used, or if the intended use was one that held little economic value to potential lessees.

### TRANSACTION METHOD: LAND BANKING

#### What is meant by land banking?

Land banking is a strategy to preserve lands for future anticipated uses. In a real estate market such as King County where the cost of land is rapidly increasing, the cost to acquire and carry undeveloped or underutilized land can often be less than the potential future cost to acquire land of similar scale, character and location. Additionally, the availability of developable land in the future may be even more scarce, and land banking can thus preserve an opportunity that might not exist if the City waited until the need was more immediate.

#### Why would the City choose to leverage land banking?

- The City has identified one or more clearly understood needs for certain type of land in the future.
- The City has developed a long-range plan for a specific use (e.g. park development, municipal facilities, etc.)

#### Why would the City not choose to leverage land banking?

- The future need is speculative or the land is not useful for any specified future plans.
- Lack of policy objectives to support such strategies

# Case Studies

## CASE STUDY: CITY HALL

The below is a case study that uses the Process Framework to analyze the decision to renovate or relocate SeaTac's City Hall. This follows the structure that can be seen in the Process Overview Table, found in the Appendix on page 70.

PROCESS FRAMEWORK STAGE 1: PRELIMINARY REVIEW	
1. INITIAL INTAKE	2. INITIAL ANALYSIS
<p>The initial intake is the step that formalizes the initiation of this process:</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>Capture the opportunity in this formal template to carry the opportunity through the process and create a historical record of the analysis and evaluation of the opportunity</li> </ul> <p><b>OPPORTUNITY:</b> City Hall is becoming functionally obsolete and in order to serve the City and its citizens a new or substantially renovated City Hall will be required in the relatively near future. The City has previously engaged a consultant to estimate the cost of both a renovation and new construction based on specified needs for a modern City Hall facility. This opportunity is now being entered into the City of SeaTac Real Estate Opportunity Framework for current evaluation as well as historical record-keeping.</p> <ul style="list-style-type: none"> <li>Source of the opportunity should be mentioned here (existing portfolio recommendation, 3rd party-sourced acquisition opportunity)</li> </ul> <p><b>This opportunity is currently internally sourced, there is no specific third-party-sourced opportunity currently being examined.</b></p>	<p>The initial analysis lays out the basics of the real estate opportunity to be evaluated:</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>Summarize the type of opportunity being presented <b>Longer form summary of the opportunity description in the initial intake, summarizing the specifics of both a renovation and a new construction opportunity</b></li> <li>Record basic property and deal information:             <ul style="list-style-type: none"> <li><i>Parties involved</i> <b>If Renovated: City of SeaTac</b> <b>If Relocated: City of SeaTac, Potential 3rd party land owners and/or development partners</b></li> <li><i>Opportunity supports which policy objectives</i> <b>Primary: City Facilities</b> <b>Secondary: Economic development</b> <b>Tertiary: Healthy placemaking</b></li> <li><i>Key Stakeholders</i> <b>City staff, legislators, residents and businesses</b></li> <li><i>Costs/Price</i> <b>Per Draft City Hall Report:</b> <b>Renovation Expansion: \$73.9M</b> <b>New Construction: \$76.3M (not including land or site costs)</b></li> <li><i>Property info</i> <b>Refer to Property Card for City Hall Parcel</b> <b>If evaluating any specific acquisition parcels, identify that here</b></li> <li><i>Location</i> <b>If evaluating any specific acquisition parcels, identify that here</b></li> <li><i>Potential Timing – Timing vs. timeline to incorporate</i> <b>Immediate decision (renovation) vs. longer timeline (new construction)</b></li> <li><i>Impacts of decisions</i> <b>For example, operating during a remodel for over a year, (interruptions, noise, logistics etc.)</b></li> <li><i>Alternatives or other viable options</i></li> </ul> </li> <li>Identify a “departmental advocate” (departmental lead or project manager) to advance the opportunity through the evaluation phase <b>If applicable, identify the department/staff who will take the lead in advancing the opportunity through the next two stages</b></li> </ul>

## PROCESS FRAMEWORK STAGE 2: EVALUATION

## 3. EVALUATION

The evaluation stage is the most time-intensive stage of this process. This stage will allow City Staff to determine if they wish to recommend an action on an opportunity and enable a simpler and more formal decision step in the next stage:

## ACTIONS

- Engage in a more in-depth review of the opportunity viewed through the following lenses:
  - *Policy objectives*
    - Primary: City Facilities**
    - Secondary: If new construction, potential intended uses for existing City Hall site and secondary uses at new site**
  - *Real estate and economic trends*
    - Identify the land value and potential development capacity of the existing parcel(s) for the new construction option**
    - Identify available land to target for new construction as well as land value trends: would landbanking make sense given trends or wait until ready to build**
  - *Initial analysis outputs*
    - Review of the real estate parcel specifics, with additional evaluation as needed (environmental, traffic/transit, etc.)**
  - *Implementation Strategy*
    - Review the list of potential development structures, funding methods, and transaction methods**
    - For renovation: likely a public development structure, utilizing public funding sources. Potential for a public-private partnership via a sale and a 63-20 transaction**
    - For new construction:**
      - **Public development structure utilizing public funding sources. Possibility of using a landbanking strategy.**
      - **Public-Private Development Structure: List the potential transactions**
        - **63-20 Financing (privately owned property)**
        - **Tax Increment Financing (privately owned property)**
        - **Ground Lease (city-owned land, either currently owned or to be acquired) to be developed by private partner and leased to City)**
- Frame the evaluation for formal consideration by City legislators. This framing should proactively address questions that legislators will want to understand before voting on an action. These questions could include (but not necessarily be limited to) the following:
  - *What is the key driver of this opportunity (e.g. an immediate need or a proactive action to meet a future need)*
    - Need to frame this opportunity in terms of when the facility needs to be replaced by**
  - *Does this support policy a primary policy objective, and if so which one(s)?*



## PROCESS FRAMEWORK STAGE 2: EVALUATION

### 3. EVALUATION (CONTINUED)

- Does this support any additional policy objectives, and if so, which one(s)?

***Previously commissioned facility reports indicate a clear need to update the City Hall facility***

- Are there additional policy objectives that are furthered in addition to the primary policy objective?

***Refer to the evaluation of secondary policy objectives that can increase the public value of this opportunity***

- Is this opportunity responsive to current real estate and economic trends?

***Refer to the evaluation of trends such as land values and use potential for existing City Hall site***

- Are there other alternatives to this opportunity that could be accomplished without this action, and if so why is this proposed action preferred?

***In this case, City is proactively evaluating several strategies concurrently, which will give more strength to a recommended course of action***

- What implementation strategies could potentially be utilized to pursue this opportunity to maximize the benefit to the City, reduce risk to the City, and achieve stated policy objectives?

***After vetting all of the above potential implementation strategies, list the preferred option and the reasoning for why it is better than the others, and what made the options that were not chosen less feasible***

- What are the opportunity costs for pursuing this opportunity (e.g. would this preclude the City from pursuing other desired opportunities)?

***Given that this is an action that will likely be needed in some form, this could be informed by the cost vs. alternative strategy cost if not using the least expensive method, potential opportunity cost in not redeveloping the existing City Hall site for a new use, etc.***

- What are the capital and operating budget ramifications for this opportunity under any identified implementation strategy?

***To be informed by the evaluation of the recommended strategy***

- What City Council actions are necessary to act on this opportunity

***Resolutions, public ballot measures, etc.***

- What are the benefits (to the community and policy objectives) and risks measured against the costs?

***Include input from several departments and potential citizen outreach given the magnitude of this very important project***

- Make a formal recommendation to City Council

**Departmental advocate to make the formal recommendation when ready for a Council vote. For an action of this magnitude, the advocate will likely need to keep City Council informed throughout the first two Stages of this process.**

## PROCESS FRAMEWORK STAGE 3: DECISION/IMPLEMENTATION

## 4. DECISION

The Decision Step is where the process transitions from the analysis and evaluation prepared by staff to the decision process of the City's legislators.

## ACTIONS

- City Council to consider the recommendation from staff and take one of the following actions:
  - *Move forward with the opportunity*
  - *Request that staff re-evaluate with feedback as to what still needs to be understood/addressed*
  - *Hold/Shelve*

This action may also require a public ballot measure or other legal actions.

## 5. IMPLEMENTATION

Once a decision has been made to pursue an opportunity, ideally the implementation strategy will also have been identified. City staff will execute and/or oversee the implementation, both internally and via external specialists.

## ACTIONS

- Identify staff involved in implementation and their roles  
**Likely a multi-departmental effort, led by City administration**
- Procure necessary 3rd party vendors  
**Potential vendors include legal, brokerage (for acquisition), design and engineering, general contractor, real estate developer, municipal finance advisor, etc.**
- Track progress for current and historical recording purposes

## APPENDIX CONTENTS

- List of Documents Reviewed (page 37)
- Individual Property Reviews (pages 38-69)
- Implementation Process Overview Table (pages 70-71)

## DOCUMENTS REVIEWED

- North SeaTac Lease
- Comprehensive Plan
- 2010 SeaTac Airport Mkt Study
- North SeaTac Park Map with Numbers
- TIP Project
- Economic Vitality Introduction Draft
- Angle Lake District Station Area Plan
- CAI Market opportunities Draft
- City Center Vision Report Draft
- Lease Agreements List
- List Of Market Studies
- Memo - SeaTac Economic Opportunities Report
- North SeaTac Park Leased Parcels as of 6/9/2021
- Property Inventory as of 4/5/2021
- Property Inventory Fee Sheet 4/5/2021
- PROS Plan
- Proposed Amendments to the PROS Plan 2021
- S 154th Street Station Area Action Plan
- CEMP Manual 2016 Basic
- Port of Seattle/SeaTac Interlocal agreement
- City hall Report Draft Revised
- SeaTac Housing Action Plan
- Maintenance Report Reduced Final
- Transportation Master Plan 2020

## INDIVIDUAL PROPERTY REVIEWS

Heartland has created individual property reviews for each property owned by the City, other than the eleven parcels classified as Surplus/Nominal Value. Each property review “card” contains relevant property stats and information, Heartland’s rating of each property’s relevance to the seven policy objective categories and five regional trends, and multiple bullet points reflecting Heartland’s observations and questions regarding the potential future use of the property. These questions are not intended to suggest a particular use or improvement for a property, as City staff is more familiar with the needs and nuances of each particular property. This merely serves as an example of how the City can think about each parcel as it related to the City’s existing policies and the regional trends impacting the City. The associated property numbers have been assigned by the city and represent the City’s internal numbering system. These City-assigned property numbers represent no sequential ordering.



### PROPERTY NOTES

- City approved property for disposition, which is now on hold for further evaluation
- Less than 1/2 mile from the light rail station, and within the 154th Street Station Area
- Urban High-Density Residential zoning supportive of multifamily development, the likely highest and best use
- Page 24 of the 154th St Station Area plan identifies this parcel as part of a future community park

### STRATEGIC POSITIONING

Strategic Classification:

**DISPOSITION**

### ASSET PROFILE

Inventory #:	1
Name:	King County Fire Station #47
Size (Acres):	0.56
Address:	3215 S. 152nd St
Improved:	Vacant
Zoning:	UH-UCR
Site Use:	King County Fire Station
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Mar-1991
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ●
Housing and Affordability	● ● ● ●
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	● ● ● ●
Airport Growth	
Commercial Real Estate	● ● ● ●
Parks	
Transit	● ● ● ● ●



### PROPERTY NOTES

- Property sold in May 2020 and is no longer part of the SeaTac Portfolio
- This sold to the Inland Group, as part of the larger development on the parcel directly East
- Closed on September 28, 2021 as part of a large redevelopment project (includes 585 apartments with 365 workforce affordable and about 25,000 square feet of retail/commercial space)

### STRATEGIC POSITIONING

Strategic Classification:

**DISPOSITION**

### ASSET PROFILE

Inventory #:	2
Name:	Economic Unit w/ Parcel 004300-0015
Size (Acres):	1.43
Address:	15247 Pacific Hwy S.
Improved:	Vacant
Zoning:	CB-C
Site Use:	Vacant Land - Future Apartments
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Sold
City Department:	CED
Date Acquired:	Dec-2009
Use Restrictions:	None Noted

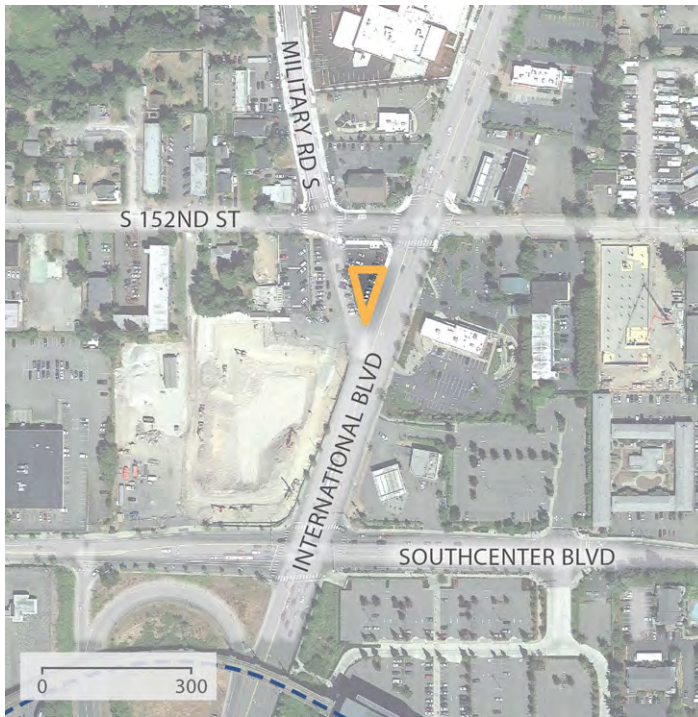
### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ●
Housing and Affordability	● ● ● ●
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	● ● ● ●
Airport Growth	
Commercial Real Estate	● ● ● ●
Parks	
Transit	● ● ● ● ●





### PROPERTY NOTES

- Location ideal for commercial development, more likely for retail than office
- Size and location reduce site's ability to directly support housing development
- Potential to enhance station area placemaking
- Potential to improve transit connectivity
- Property tied-up through nearby development through approximately 2022
- City Owns property directly north (#39)

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	6
Name:	Southerly Ptns of Triangle Parcel
Size (Acres):	0.05
Address:	15211 Pacific Hwy
Improved:	Vacant
Zoning:	CB-C
Site Use:	Vacant Land
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	CED
Date Acquired:	Mar-2018
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ● ●
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation	● ● ●
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	● ● ●
Parks	
Transit	● ● ● ● ●





### PROPERTY NOTES

- Property connects to the greater Angle Lake Park
- Park potentially provides an access point for surrounding developments to access both the lake and the park to the north

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	7
Name:	0
Size (Acres):	1.88
Address:	Hughes Remaining Land on Angle Lake
Improved:	Vacant
Zoning:	P
Site Use:	Vacant Land - City of SeaTac (Wetland)
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Nov-1997
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation	● ● ●
Emergency Response	●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ●
Transit	



### PROPERTY NOTES

- Noted as restricted to use as drainage only
- Does this restrict public access or are other public uses possible?
- Given proximity to Angle Lake Station area, could this property be used to increase connectivity to the Des Moines Creek Park?
- Property appears to lie at a lower elevation than surrounding area making it less developable

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	9
Name:	Detention Pond / Large
Size (Acres):	4.47
Address:	204th and 24th Ave S.
Improved:	Vacant
Zoning:	AVC
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	PW / Drainage
Date Acquired:	Oct-2000
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	●
Housing and Affordability	
Healthy Placemaking	●
City Facilities	
Transportation	● ●
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ●
Transit	● ●



### PROPERTY NOTES

- Appears to be wetlands and noted as use restricted
- Appears to be adjacent to WSDOT land
- Adjacent to industrial uses
- Could this parcel be used for connectivity or park development?
- Likely high levels of noise given the proximate location of runways, does this also impact other uses such as parks and rec?

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	10
Name:	Regional Retention Pond or JA Green Pond Des Moines Creek Basin (Wetland) (Committee)
Size (Acres):	4.85
Address:	13th and S. 192nd St
Improved:	Vacant
Zoning:	I
Site Use:	Vacant Land - City of SeaTac (Wetland)
Land Use Status:	Vacant (Industrial)
Ownership Interest:	Fee
City Department:	PW/ Drainage
Date Acquired:	May-2001
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	●
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	● ●
Commercial Real Estate	
Parks	● ●
Transit	





### PROPERTY NOTES

- Supports mission objective and contributes to larger vision of North SeaTac Park, which is a regional park
- Soccer fields, which contribute to developed, active park objectives
- Likely fully realizing its policy and strategic objectives

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	12
Name:	Ptns of North SeaTac Park
Size (Acres):	3.17
Address:	18th Ave S. and 128th
Improved:	Vacant
Zoning:	P
Site Use:	Park
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Mar-1996
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ● ● ●
Transit	



### PROPERTY NOTES

- Property does not look to have good accessibility
- No noted restrictions
- Adjacent to Masterpark but likely subject to shoreline development restrictions
- Majority of the parcel appears to be underwater
- Potential to support parks and recreation and/or healthy placemaking policy objectives
- Development Agreement Encumbrance

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	16
Name:	Vacant Land, Bow Lake Waterfront West
Size (Acres):	2.00
Address:	Vacant Bow Lake Waterfront - Next to Master Park
Improved:	Vacant
Zoning:	CB-C
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	Apr-2010
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	●
Economic Development	
Housing and Affordability	
Healthy Placemaking	●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	●
Transit	



### PROPERTY NOTES

- Income-generating property for the City that is leased to the YMCA
- Supports community needs through city Land without the City bearing the burden of operations or development

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	17
Name:	Matt Griffin YMCA
Size (Acres):	6.47
Address:	3595 S. 188th St
Improved:	Improved
Zoning:	UL-5000 (SDO)
Site Use:	Matt Griffin YMCA
Land Use Status:	Health Club
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Dec-2009
Use Restrictions:	Present

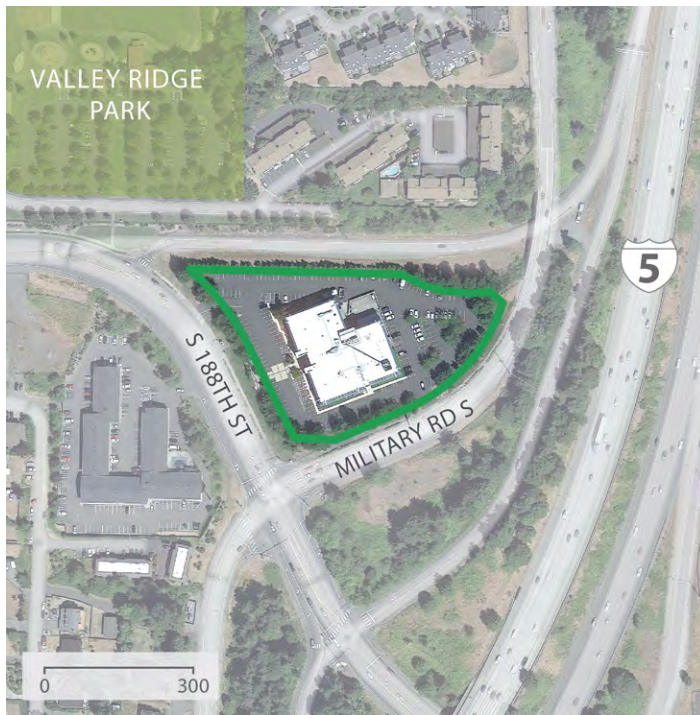
### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ● ●
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	● ● ●
Parks	
Transit	





### PROPERTY NOTES

- Assessment of redevelopment of City Hall facility shows a rehab project would be similar in cost to a new facility
- City Hall could potentially relocate to a more central location
- Potential to explore different transaction structures to either rehab or relocate
- Site would potentially be feasible for multiple uses
- If relocating City Hall in the future, potential to acquire new land now and landbank for the interim

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	18
Name:	SeaTac City Hall
Size (Acres):	3.07
Address:	4800 S. 188th St
Improved:	Improved
Zoning:	CB
Site Use:	SeaTac City Hall
Land Use Status:	Office Building
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Dec-2009
Use Restrictions:	None Noted

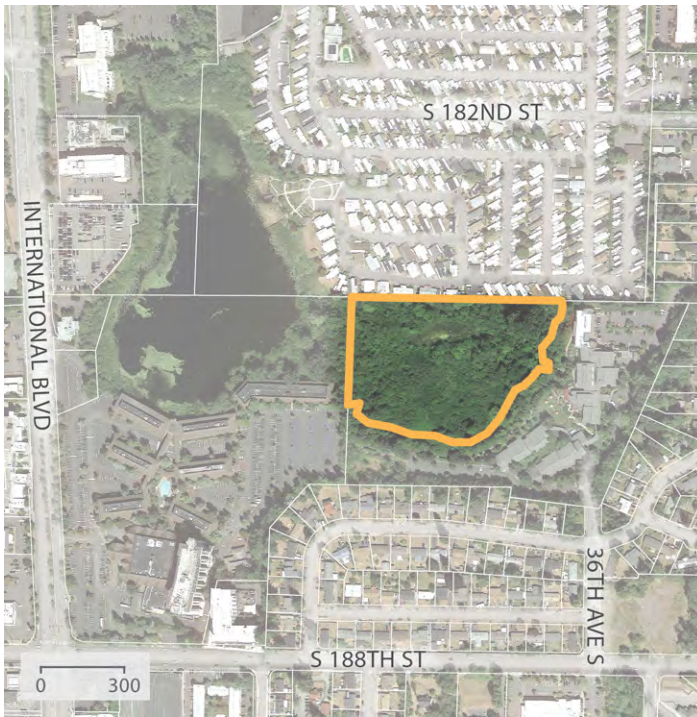
### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ●
Housing and Affordability	● ●
Healthy Placemaking	
City Facilities	● ● ● ● ●
Transportation	
Emergency Response	● ●

### APPLICABLE TRENDS

Housing	● ● ●
Airport Growth	
Commercial Real Estate	● ● ●
Parks	
Transit	





### PROPERTY NOTES

- Likely subject to development restrictions due to adjacent wetlands
- Property lacks street access
- Proximity to residential development could create an opportunity for use as a park, healthy placemaking objectives, or general connectivity.

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	19
Name:	Bow Lake Wetlands
Size (Acres):	7.23
Address:	185th and 36th Ave S.
Improved:	Vacant
Zoning:	UH-900
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Open Space Tmbr Land/ Greenbelt
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	Oct-2002
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	●
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use as a fire station

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	20
Name:	Fire Station #45 (New)
Size (Acres):	0.81
Address:	3011 S. 200th St
Improved:	Improved
Zoning:	UH-1800
Site Use:	City of SeaTac Fire Station #45
Land Use Status:	Governmental Service
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jun-2018
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	● ● ● ● ●
Transportation	
Emergency Response	● ● ● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	●
Parks	
Transit	



### PROPERTY NOTES

- Potential to contribute to several policy objectives due to location proximate to additional development sites (Sound Transit), and Angle Lake Light Rail Station
- Given size and shape it will require additional assemblage to leverage value
- Adjacent to Sound Transit development parcel

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	25
Name:	Vacant Land - Across from Fed. Detention Center being $\pm 50$ ft.
Size (Acres):	0.32
Address:	S. 26th St and 200th
Improved:	Vacant
Zoning:	RBX
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Right of Way / Utility, Road
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	Jul-1999
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ●
Economic Development	● ●
Housing and Affordability	●
Healthy Placemaking	● ●
City Facilities	
Transportation	● ● ●
Emergency Response	

### APPLICABLE TRENDS

Housing	● ●
Airport Growth	● ●
Commercial Real Estate	● ● ●
Parks	● ● ●
Transit	● ● ●





### PROPERTY NOTES

- Noted as land left over from construction of SR 509
- Proximate to Des Moines Creek Park and Angle Lake Light Rail Station
- Potential to support healthy placemaking and/or parks and recreation objectives

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	26
Name:	Remainder for SR 509
Size (Acres):	0.43
Address:	24th Ave and 201St
Improved:	Vacant
Zoning:	RBX
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	May-2015
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	● ●
Commercial Real Estate	
Parks	
Transit	● ●



### PROPERTY NOTES

- Noted as land left over from construction of SR 509
- Proximate to Des Moines Creek Park and Angle Lake Light Rail Station
- Adjacent to Amazon Fulfillment Center
- Potential to support healthy placemaking and/or parks and recreation objectives

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

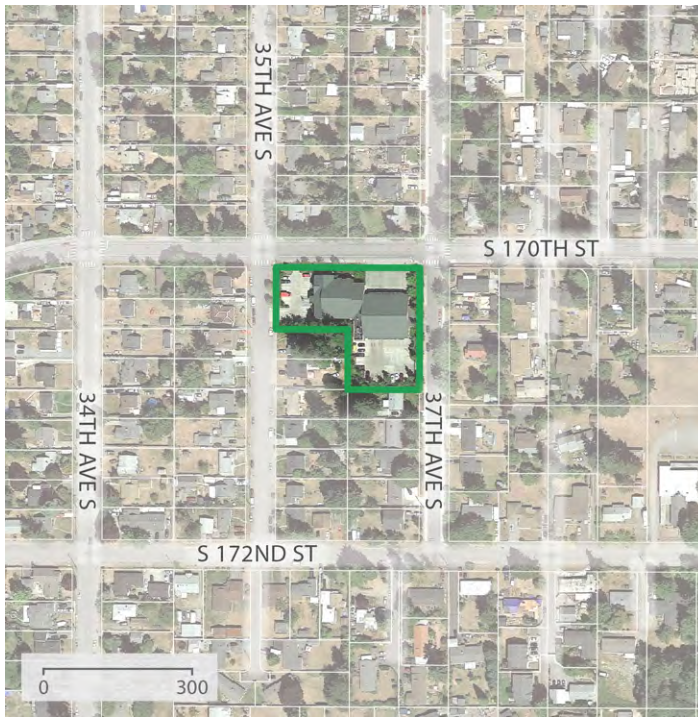
Inventory #:	29
Name:	Remainder West SR 509 East of Storm Ponds
Size (Acres):	1.60
Address:	24th Ave and 202nd
Improved:	Vacant
Zoning:	MHP
Site Use:	Vacant Land - City of SeaTac
Land Use Status:	Vacant (Multi-family)
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	Oct-2017
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	● ●
Commercial Real Estate	●
Parks	
Transit	● ●



### PROPERTY NOTES

- Supports mission objective for use as a fire station

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	31
Name:	Fire Station #46
Size (Acres):	1.23
Address:	3521 S. 170th St
Improved:	Improved
Zoning:	UL-7200
Site Use:	SeaTac Fire Station #46
Land Use Status:	Governmental Service
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jun-2018
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	● ● ● ● ●
Transportation	
Emergency Response	● ● ● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	●
Parks	
Transit	





### PROPERTY NOTES

- Proximate to Des Moines Creek Park and Angle Lake Light Rail Station
- Adjacent to Amazon Fulfillment Center
- Potential to support healthy placemaking and/or parks and recreation objectives

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

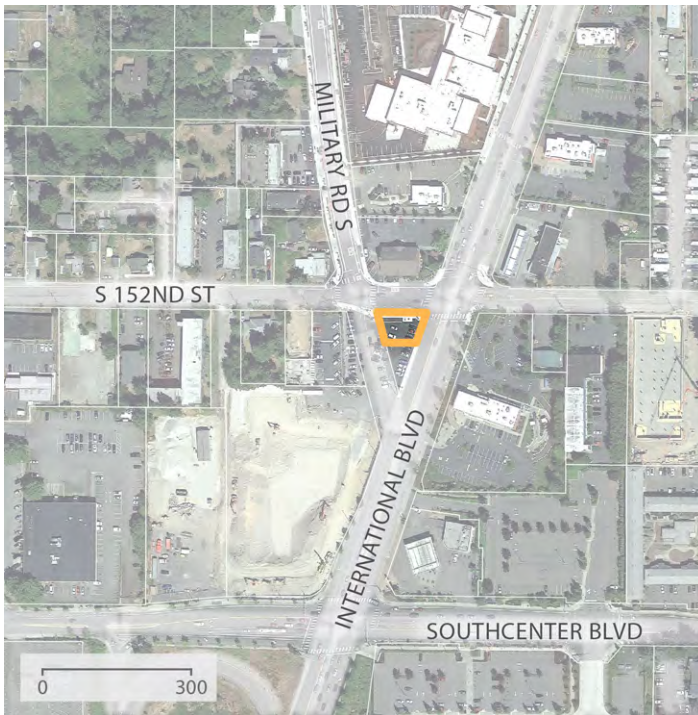
Inventory #:	33
Name:	Detention Pond
Size (Acres):	1.03
Address:	204th and 24th Ave S.
Improved:	Vacant
Zoning:	AVC
Site Use:	Vacant - Port of Seattle
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	PW / Drainage
Date Acquired:	Oct-2000
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ●
Economic Development	● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	● ●
Commercial Real Estate	●
Parks	
Transit	● ●



### PROPERTY NOTES

- Location ideal for commercial development, more likely for retail than office
- Size and location reduce site's ability to directly support housing development
- Potential to enhance station area placemaking
- Potential to improve transit connectivity
- Property tied-up through nearby development through approximately 2022

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	39
Name:	Northerly Ptns of Triangle
Size (Acres):	0.11
Address:	15201 Pacific Hwy
Improved:	Vacant
Zoning:	CB-C
Site Use:	Vacant Land
Land Use Status:	Vacant (Commercial)
Ownership Interest:	Fee
City Department:	CED
Date Acquired:	Mar-2018
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	
Economic Development	● ● ● ●
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation/Connectivity	● ● ●
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	● ● ●
Parks	
Transit	● ● ● ● ●



### PROPERTY NOTES

- Supports mission objective for use as Angle Lake Park.
- How else could this real estate further support healthy placemaking or economic development in addition to parks and recreation objectives?
- Could connectivity via trail to property #7 be enhanced to improve park features or increase connectivity?
- Property could be presently maximizing its mission potential

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	40
Name:	Angle Lake Park
Size (Acres):	8.93
Address:	19408 International Blvd
Improved:	Improved
Zoning:	P
Site Use:	Angle Lake Park
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Feb-1994
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ● ●
Transit	





### PROPERTY NOTES

- Supports mission objective for use as park space
- There are also use restrictions on this parcel
- How does this parcel connect to the surrounding City properties? Can these connections be improved?

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	41
Name:	Des Moines Creek Park
Size (Acres):	42.24
Address:	2151 S. 200th St
Improved:	Vacant
Zoning:	P
Site Use:	
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jan-2004
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	●

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use as Grandview Park
- Provides an off-leash dog park
- Are there other park and rec objectives that could be served by this large parcel?
- Is full park being utilized? Can some be repurposed for economic development or healthy placemaking opportunities?

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

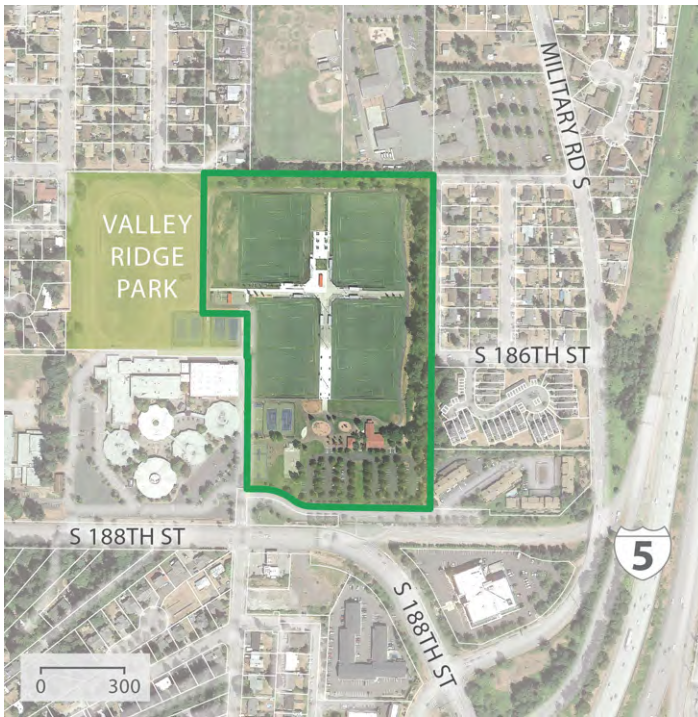
Inventory #:	42
Name:	Grandview Park
Size (Acres):	37.70
Address:	3600 S. 228th St
Improved:	Improved
Zoning:	P
Site Use:	
Land Use Status:	Vacant (Single-family)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Feb-2004
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	● ●
Housing and Affordability	● ●
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ● ● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use as Valley Ridge Park and community center
- Adjacent to Tyee High school
- Can property be used to further support healthy placemaking opportunities with the adjacent school?

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	43
Name:	Valley Ridge Park and Community Center
Size (Acres):	19.89
Address:	4640 S. 188th St
Improved:	Improved
Zoning:	P
Site Use:	Valley Ridge Park and Community Center
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Feb-1994
Use Restrictions:	Present

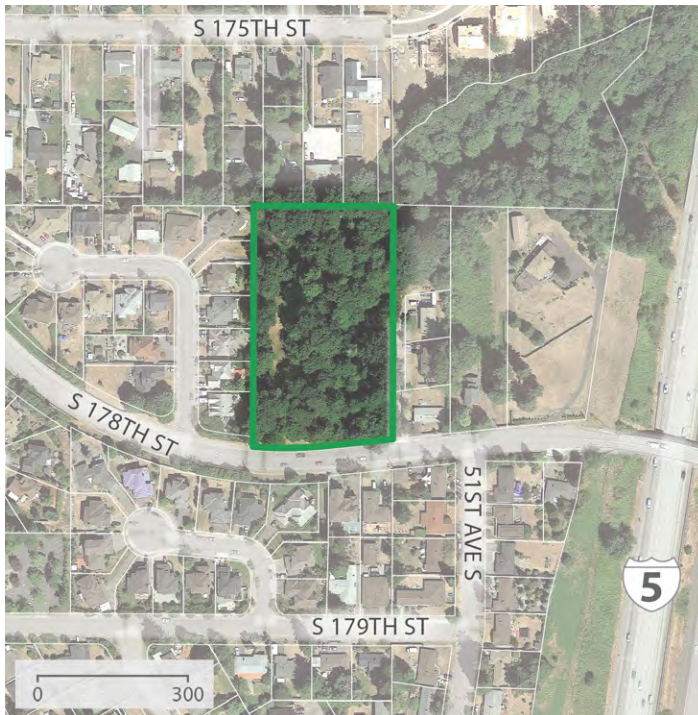
### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation	
Emergency Response	● ● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ● ● ●
Transit	





### PROPERTY NOTES

- Supports mission objective for use as Bow Lake park which provides open space
- Are there other park and rec objectives that could be addressed with this parcel?

### STRATEGIC POSITIONING

Strategic Classification:

MISSION

### ASSET PROFILE

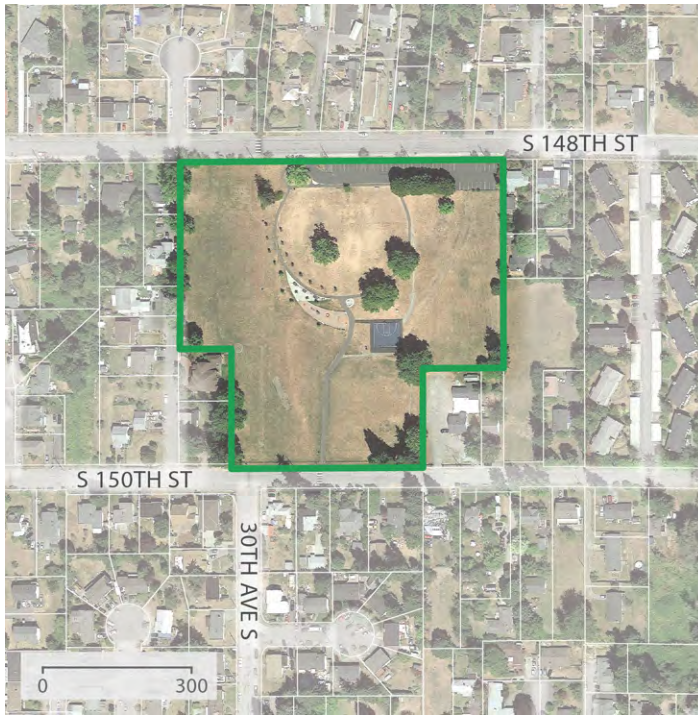
Inventory #:	44
Name:	Bow Lake Park / Steep Slopes
Size (Acres):	3.05
Address:	178th Ave off Military
Improved:	Vacant
Zoning:	P
Site Use:	
Land Use Status:	Vacant (Single-family)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Feb-1994
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ●
Transit	



### PROPERTY NOTES

- Supports a mission objective for use as Riverton Heights Park
- Creates active and children-friendly park amenities such as picnic tables, basketball courts, paths and play equipment.
- Can the southern portion of the park be better utilized or improved to complement surrounding uses?

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	45
Name:	Riverton Park
Size (Acres):	7.95
Address:	30th and S.148th St
Improved:	Vacant
Zoning:	UL-7200
Site Use:	Vacant Land
Land Use Status:	Vacant (Single-family)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jul-2007
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use a park.
- There are use restrictions on this parcel
- How does this parcel connect to the surrounding City properties? Can these connections be improved?

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	46
Name:	Des Moines Creek Park
Size (Acres):	0.21
Address:	208th and 21st St
Improved:	Vacant
Zoning:	P
Site Use:	
Land Use Status:	Vacant (Single-family)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jan-2004
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	●

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ●
Transit	





### PROPERTY NOTES

- Supports mission objective for use as McMicken Heights Park
- Park space is unimproved and does not seem to meet emerging City trends (park space for seniors, preschool)
- Is this designated as park space merely because it is connected to the active portion of McMicken Park?
- Can some or all of space be used to support goals other than Park Space, such as healthy placemaking, or provide additional space for City Facilities?

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	47
Name:	McMicken Heights Park
Size (Acres):	1.06
Address:	S. 166th and 40th Ave S.
Improved:	Vacant
Zoning:	P
Site Use:	Small Park
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	May-2010
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ● ●
City Facilities	
Transportation	
Emergency Response	●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ● ● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use as improved portion of the McMicken Heights park.
- Features active recreation amenities including pickle ball and tennis courts, play equipment and picnic tables
- Can northern portion of property be improved with additional active recreation?

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	48
Name:	McMicken Heights Park
Size (Acres):	1.34
Address:	S. 166th and 40th Ave S.
Improved:	Vacant
Zoning:	P
Site Use:	
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	May-2010
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	
Transportation	
Emergency Response	● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ● ● ●
Transit	



### PROPERTY NOTES

- Supports mission objective for use a park
- There are also use restrictions on this parcel.
- How does this parcel connect to the surrounding City properties? Can these connections be improved?
- How should we score this an the other DMC Parcels, given that the current use or the Potential for future use. For example, this park contributes way less value as a park when compared to valley ridge park

### STRATEGIC POSITIONING

Strategic Classification:

**MISSION**

### ASSET PROFILE

Inventory #:	49
Name:	Des Moines Creek Park
Size (Acres):	9.80
Address:	208th and 21st St
Improved:	Vacant
Zoning:	P
Site Use:	
Land Use Status:	Vacant (Single-family)
Ownership Interest:	Fee
City Department:	Parks
Date Acquired:	Jan-2004
Use Restrictions:	Present

### POLICY GOAL RELEVANCE

Parks and Rec	● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	●

### APPLICABLE TRENDS

Housing	
Airport Growth	●
Commercial Real Estate	
Parks	● ●
Transit	





### PROPERTY NOTES

- Supports mission objective for use as Sunset Park
- Park is improved with active recreation amenities including baseball, softball, and soccer fields, trails, and a picnic area
- Could the property be further improved to maximize use for mission objectives?

### STRATEGIC POSITIONING

Strategic Classification: **MISSION**

### ASSET PROFILE

Inventory #:	50
Name:	Sunset Park
Size (Acres):	17.48
Address:	13659 18th Ave S.
Improved:	Improved
Zoning:	P
Site Use:	North SeaTac Park
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Occupy
City Department:	Parks
Date Acquired:	NA
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

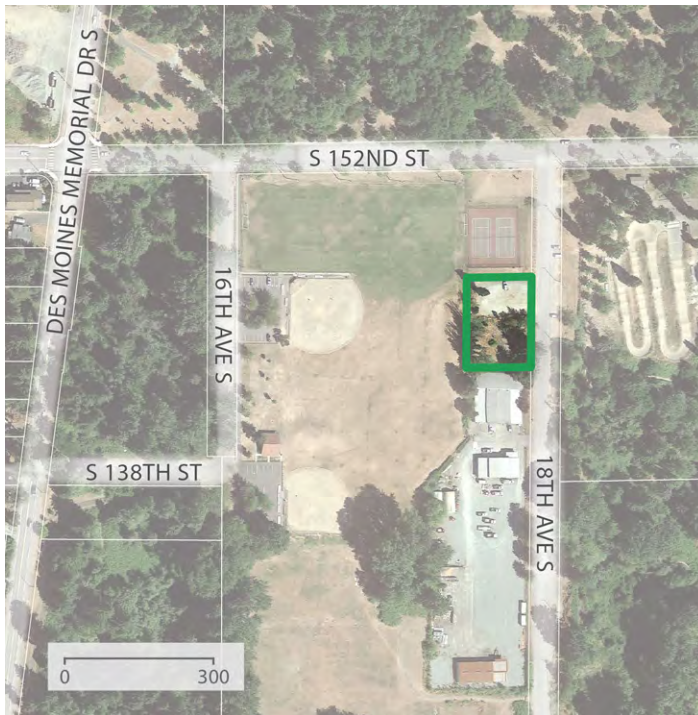
Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	● ● ●

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ●
Transit	

## 51.2

## PROPERTY REVIEW



## PROPERTY NOTES

- Supports mission objective for use as Sunset Park
- Park is improved with active recreation amenities including baseball, softball, and soccer fields, trails, and a picnic area

## STRATEGIC POSITIONING

Strategic Classification:

MISSION

## ASSET PROFILE

Inventory #:	51.2
Name:	Sunset Park
Size (Acres):	0.54
Address:	13659 18th Ave S.
Improved:	Vacant
Zoning:	P
Site Use:	Vacant Land - Park
Land Use Status:	Park, Public (Zoo/Arbor)
Ownership Interest:	Occupy
City Department:	Parks
Date Acquired:	NA
Use Restrictions:	None Noted

## POLICY GOAL RELEVANCE

Parks and Rec	● ● ● ● ●
Economic Development	
Housing and Affordability	
Healthy Placemaking	
City Facilities	
Transportation	
Emergency Response	● ● ●

## APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	
Parks	● ● ●
Transit	



### PROPERTY NOTES

- House became non-occupiable with septic/ROW conflict, City had to acquire. Industrial user has expressed interest in acquiring.
- Industrial zoning could potentially increase support for economic development.
- Industrial development planned to the North
- Not located in a central or transit focused part of the City
- Proximity to Des Moines creek park for housing or placemaking opportunities

### STRATEGIC POSITIONING

Strategic Classification:

**UNDERUTILIZED**

### ASSET PROFILE

Inventory #:	53
Name:	Zamora
Size (Acres):	0.11
Address:	1140 S. 200th St
Improved:	Improved
Zoning:	I
Site Use:	SFR
Land Use Status:	Single-family (C/I Zone)
Ownership Interest:	Fee
City Department:	PW
Date Acquired:	Sep-2019
Use Restrictions:	None Noted

### POLICY GOAL RELEVANCE

Parks and Rec	●
Economic Development	● ● ●
Housing and Affordability	
Healthy Placemaking	● ●
City Facilities	●
Transportation	
Emergency Response	

### APPLICABLE TRENDS

Housing	
Airport Growth	
Commercial Real Estate	● ● ●
Parks	
Transit	

## IMPLEMENTATION PROCESS OVERVIEW TABLE

PROCESS FRAMEWORK STAGE 1: PRELIMINARY REVIEW	
1. INITIAL INTAKE	2. INITIAL ANALYSIS
<p>The initial intake is the step that formalizes the initiation of this process:</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Capture the opportunity in this formal template to carry the opportunity through the process and create a historical record of the analysis and evaluation of the opportunity.</li> <li>• Source of the opportunity should be mentioned here (existing portfolio recommendation, 3rd party-sourced acquisition opportunity)</li> </ul>	<p>The initial analysis lays out the basics of the real estate opportunity to be evaluated:</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Summarize the type of opportunity being presented</li> <li>• Record basic property and deal information: <ul style="list-style-type: none"> <li>- <i>Parties involved</i></li> <li>- <i>Opportunity supports which policy objectives</i></li> <li>- <i>Key Stakeholders</i></li> <li>- <i>Costs/Price</i></li> <li>- <i>Property info</i></li> <li>- <i>Location</i></li> <li>- <i>Potential timing – timing vs. timeline to incorporate</i></li> <li>- <i>Impacts of decisions</i></li> <li>- <i>Alternatives or other viable options</i></li> </ul> </li> <li>• Identify a “departmental advocate” (departmental lead or project manager) to advance the opportunity through the evaluation phase</li> </ul>
PROCESS FRAMEWORK STAGE 2: EVALUATION	
3. EVALUATION	
<p>The evaluation stage is the most time-intensive stage of this process. This stage will allow City Staff to determine if they wish to recommend an action on an opportunity and enable a simpler and more formal decision step in the next stage:</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Engage in a more in-depth review of the opportunity viewed through the following lenses: <ul style="list-style-type: none"> <li>- <i>Policy objectives</i></li> <li>- <i>Real estate and economic trends</i></li> <li>- <i>Initial analysis outputs</i></li> <li>- <i>Implementation strategy</i></li> </ul> </li> <li>• Frame the evaluation for formal consideration by City legislators. This framing should proactively address questions that legislators will want to understand before voting on an action. These questions could include (but not necessarily be limited to) the following: <ul style="list-style-type: none"> <li>- <i>What is the key driver of this opportunity (e.g. an immediate need or a proactive action to meet a future need)</i></li> <li>- <i>Does this support policy a primary policy objective, and if so which one(s)?</i></li> <li>- <i>Does this support any additional policy objectives, and if so, which one(s)?</i></li> <li>- <i>Are there additional policy objectives that are furthered in addition to the primary policy objective?</i></li> <li>- <i>Is this opportunity responsive to current real estate and economic trends?</i></li> </ul> </li> </ul>	

## PROCESS FRAMEWORK STAGE 2: EVALUATION

## 3. EVALUATION (CONTINUED)

- Are there other alternatives to this opportunity that could be accomplished without this action, and if so why is this proposed action preferred?
- What implementation strategies could potentially be utilized to pursue this opportunity to maximize the benefit to the City, reduce risk to the City, and achieve stated policy objectives?
- What are the opportunity costs for pursuing this opportunity (e.g. would this preclude the City from pursuing other desired opportunities)?
- What are the capital and operating budget ramifications for this opportunity under any identified implementation strategy?
- What City Council actions are necessary to act on this opportunity
- What are the benefits (to the community and policy objectives) and risks measured against the costs?
- Make a formal recommendation to City Council

## PROCESS FRAMEWORK STAGE 3: DECISION/IMPLEMENTATION

## 4. DECISION

The Decision Step is where the process transitions from the analysis and evaluation prepared by staff to the decision process of the City's legislators.

## ACTIONS

- City Council to consider the recommendation from staff and take one of the following actions
  - *Move forward with the opportunity*
  - *Request that staff re-evaluate with feedback as to what still needs to be understood/addressed*
  - *Hold/Shelve*

## 5. IMPLEMENTATION

Once a decision has been made to pursue an opportunity, ideally the implementation strategy will also have been identified. City staff will execute and/or oversee the implementation, both internally and via external specialists.

## ACTIONS

- Identify staff involved in implementation and their roles
- Procure necessary 3rd party vendors
- Track progress for current and historical recording purposes



**RESOLUTION NO. 22-007**

A RESOLUTION of the City Council of the City of SeaTac,  
Washington authorizing the City Manager to execute an Interlocal  
Agreement with the AWC Trust.

**WHEREAS**, the Association of Washington Cities Employee Benefit Trust (the “Trust”) is an entity to which contributions by cities and towns and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust (“Participating Cities and Towns,” and “Participating Non-City Entities”) and their employees can be paid and through which the Board of Trustees of the Trust (“Trustees”) provides one or more insured health and welfare benefit plans or programs to Participating Cities and Towns’ and Non-City Entities’ employees, their dependents and other beneficiaries (“Beneficiaries”), on whose behalf the contributions were paid; and

**WHEREAS**, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code, providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

**WHEREAS**, the Trust and Participating Cities and Towns and Non-City Entities have determined that it is in the best interest of Participating Cities and Towns and Non-City Entities to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which other insured health and welfare benefit program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

**WHEREAS**, it appears economically feasible and practical for the parties to do so; and



**WHEREAS**, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

**WHEREAS**, the Association of Washington Cities Employee Benefit Trust Interlocal Agreement (the “Interlocal Agreement”) attached hereto creates a joint self-insured health and welfare benefit program (the “Health Care Program”) to be administered by the Trustees for the purposes of providing self-insured health benefits to Beneficiaries; and

**WHEREAS**, WAC 200-110-030 requires every local government entity participating in a joint self-insurance health and welfare benefit program to adopt such program by resolution; and

**WHEREAS**, Chapter 48.62 requires Health Care Program assets to be managed consistent with existing authority over use of municipal funds in RCW 35.39.030. The Trust will manage Health Care Program reserves in compliance with Chapter 48.62 RCW; RCW 35.39.030, and the Health Care Program Investment Policy; and

**WHEREAS**, all premium contributions for use in the Health Care Program are deposited into a designated account within the Trust, the Health Care Program Account (the “HCP Account”), and the HCP Account represents a pool of funds that is independent of all other Trust or AWC funds; and

**WHEREAS**, the Trust intends to manage the HCP Account assets in compliance with federal and state laws and the Interlocal Agreement; and

**WHEREAS**, the City of SeaTac believes it is in the best interest of the Health Care Program to allow the Trust to manage the HCP Account;

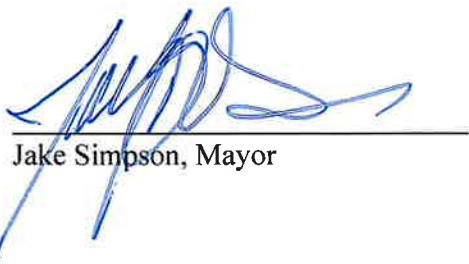
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute the Interlocal Agreement creating the Health Care Program in substantially similar form as attached hereto as Exhibit A.

**Section 2.** The City acknowledges that it shall be subject to assessments as required by the Health Care Program.

**PASSED** this 26<sup>th</sup> day of April, 2022 and signed in authentication thereof on this 26<sup>th</sup> day of April, 2022.

**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[ILA with AWC Trust]

<p style="text-align: center;"><b>ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST HEALTH CARE PROGRAM INTERLOCAL AGREEMENT</b></p>
--

This Agreement is made and entered into in the State of Washington by and among the Association of Washington Cities Employee Benefit Trust (the “Trust”) and cities and towns, and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust (“Participating Cities and Towns,” or “Participating Non-City Entities”), all of whom are signatories to this Agreement.

**RECITALS**

WHEREAS, the Trust is an entity to which contributions by Participating Cities and Towns and Non-City Entities (defined below) and Participating Employees (defined below) are paid and through which the Board of Trustees provides one or more insured health and welfare benefit plans or programs to Participating Employees, their covered dependents and other beneficiaries (“Beneficiaries”), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code (“VEBA”), providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and the Participating Cities and Towns have determined that it is in the best interest of Participating Cities and Towns to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which health and welfare benefit plan or program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to this Agreement (defined below) to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, each local government entity that is a signatory hereto, as required by WAC 200-110-030, acts upon the authority of a resolution adopting this Agreement and the Health Care Program (defined below) created herein;

NOW, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

## ARTICLE 1

### DEFINITIONS

The following are definitions of terms used in the Agreement. Unless indicated otherwise, other terms are defined where they are first used. Defined terms are capitalized when used in the defined context.

- 1.1 **Agreement** means this Interlocal Agreement entered into under the authority of Chapter 39.34 RCW and as required by RCW 48.62.031(2) between the Trust and Participating Employers.
- 1.2 **Association of Washington Cities** or **AWC** means the Association of Washington Cities, a not-for-profit membership association established pursuant to the laws of the state of Washington for the purpose of providing various services to and on behalf of its member cities.
- 1.3 **Association of Washington Cities Employee Benefit Trust** or the **Trust** means the trust and all property and money held by such entity, including all contract rights and records, established for the sole purpose of providing life, sick accident or other health and welfare benefits to Participating Employees, their covered dependents and other beneficiaries, and which is approved by the Internal Revenue Service as a VEBA.
- 1.4 **Employee Benefits Advisory Committee** or **EBAC** means the committee defined in Article V of the Trust Agreement that may be delegated responsibility by the Board of Trustees, including but not limited to: overseeing the operations of the Health Care Program, analyzing and developing annual premium levels and benefit coverage changes for recommendation to the Board of Trustees and performing other duties necessary to ensure that the needs of Participating Employers are met and the long-term financial health of the Health Care Program is maintained.
- 1.5 **Health Care Program** means the joint self-insurance program offering self-insured health benefit options through the HCP Account.
- 1.6 **HCP Account** means a designated account within the Trust and created by this Agreement, the Trust Agreement and Trust Health Care Program policies all under the authority of Chapter 48.62 RCW to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries and further described in Article 6.
- 1.7 **Non-City Entity** means any public agency, public corporation, intergovernmental agency or political subdivision, within the state of Washington that meets the requirements of Article IX, Section 1(c)(ii) and (iii) of the Trust Agreement for participation in the Health Care Program.
- 1.8 **Participating City** means any city or town within the state of Washington that meets the requirements of Article IX, Section 1(a) or Section 1(b) of the Trust Agreement.

- 1.9 **Participating Employee** means any individual employed by a Participating Employer and for whom the Participating Employer makes contributions to the Trust, and any individual who may have been so employed but is subsequently laid off, terminated, or retired.
- 1.10 **Participating Employer** means a Participating City or Non-City Entity that is also a party to this Agreement.
- 1.11 **Resolution** means the resolution adopted by each Participating City or Non-City Entity that authorizes the Health Care Program.
- 1.12 **State Risk Manager** or **Risk Manager** means the risk manager of the Risk Management Division within the Department of Enterprise Services.
- 1.13 **Stop Loss Insurance** or **Reinsurance** means a promise by an insurance company that it will cover losses of the Health Care Program over and above an agreed-upon individual or aggregated amount, which definition shall be modified by any changes to the definition of stop loss insurance in WAC 200-110-020.
- 1.14 **Third-Party Administrator** means the independent association, agency, entity or enterprise which, through a contractual agreement, provides one or more of the following ongoing services to the Health Care Program: pool management or administration services, claims administration services, risk management services, or services for the design, implementation, or termination of an individual or joint self-insurance program.
- 1.15 **Trust Agreement** means the Trust Agreement Governing the Trust amended and restated July 1, 2013, and any subsequent amendments thereto.
- 1.16 **Trustees** or **Board of Trustees** means the following individuals and their successors, who together, govern the Trust and the Health Care Program:
- 1.16.1 the AWC President and the AWC Vice President;
- 1.16.2 the EBAC Chair and the EBAC Vice Chair; and
- 1.16.3 an individual elected pursuant to the procedures in Article III, Section 5 of the Trust Agreement to serve as the trustee from one of the following regions:
- (a) North East Region (known as the “North East Region Trustee”);
  - (b) North West Region (known as the “North West Region Trustee”);
  - (c) South East Region (known as the “South East Region Trustee”); and
  - (d) South West Region (known as the “South West Region Trustee”).

Individuals from Non-City Entities are not eligible to serve as Trustees.

## **ARTICLE 2**

### **PURPOSE**

This Agreement is entered into for the purpose of authorizing the Health Care Program created by the Trust to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries. The Health Care Program shall comply with the statutory provisions found in Chapters 48.62 and 39.34 RCW and the regulatory requirements contained in WAC 200-110 applicable to joint self-insurance programs.

## **ARTICLE 3**

### **PARTIES**

Each party to this Agreement certifies that it intends to participate in the Health Care Program. Participating Employers are signatories of this Agreement to become effective on a date to be mutually determined (the “Effective Date”) and with such other Participating Cities and Non-City Entities as may later be added to and become signatories to this Agreement.

## **ARTICLE 4**

### **DURATION OF AGREEMENT**

- 4.1 This Agreement shall become effective on the Effective Date.
- 4.2 This Agreement shall have perpetual duration unless terminated as hereinafter provided.

## **ARTICLE 5**

### **MEMBERSHIP COMPOSITION**

The Health Care Program shall be open to Participating Cities and Non-City Entities. Participation in the Health Care Program is voluntary and not a requirement of AWC membership. The Board of Trustees shall provide for the reasonable admission of new Participating Cities and Non-City Entities.

## **ARTICLE 6**

### **HCP ACCOUNT**

- 6.1 All premium contributions by Participating Employers, Non-City Entities and Participating Employees for use in the Health Care Program are deposited into the HCP Account.
- 6.2 The HCP Account represents a pool of funds that is independent of all other Trust or AWC funds and independent of all other Participating Employer and Non-City Entity funds. The funds deposited into the HCP Account are held, managed and expended only for the Health Care Program and reasonable expenses, consistent with applicable state



and federal statutes and rules governing joint self-insurance programs and self-insurance programs generally.

- 6.3 The HCP Account is subject to audit by the State Auditor's Office.

## **ARTICLE 7**

### **TRUSTEE POWERS RELATED TO HEALTH CARE PROGRAM**

The Board of Trustees is provided with the powers and functions established under RCW 48.62.031 to accomplish the following:

- 7.1 Promote the economical and efficient means by which health benefits coverage is made available to Participating Employers and Non-City Entities and provided to Participating Employees, their covered dependents and other beneficiaries;
- 7.2 Protect the financial integrity of the Health Care Program through purchase of Stop Loss Insurance or Reinsurance in such form and amount as needed;
- 7.3 Contract for or otherwise provide risk management and loss control services;
- 7.4 Contract for or otherwise provide legal counsel for the defense of claims and other legal services;
- 7.5 Consult with the state insurance commissioner and the State Risk Manager;
- 7.6 Obligate the Participating Employers and Non-City Entities to pledge revenues or contribute money to secure the obligations or pay the expenses of the Health Care Program, including the establishment of a reserve or fund for coverage; and
- 7.7 Exercise all other powers and perform all other functions reasonably necessary to carry out the purposes of the Health Care Program, Chapter 48.62 RCW and Chapter 200-110 WAC.

## **ARTICLE 8**

### **ORGANIZATION OF HEALTH CARE PROGRAM**

- 8.1 The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Trustees or any delegates review and analyze Health Care Program-related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW.
- 8.2 The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110 WAC.

## **ARTICLE 9**

### **RESPONSIBILITIES OF THE TRUSTEES**

- 9.1 The Board of Trustees shall discharge its responsibilities under this Agreement as follows:
  - 9.1.1 Provide for the efficient management and operation of the Health Care Program;
  - 9.1.2 Provide for health benefit coverage options for Participating Employees, their covered dependents and other beneficiaries;
  - 9.1.3 Determine the level of Stop Loss Insurance or Reinsurance coverage for claims expenses above the amounts deemed appropriate for self-insurance;
  - 9.1.4 Ensure that the Health Care Program meets required state and federal statutes and rules;
  - 9.1.5 Contract with vendors required to meet the responsibilities established by the Trust Agreement, Health Care Program policies, and applicable state and federal statutes and rules;
  - 9.1.6 Maintain the balance between meeting the Health Care Program needs of Participating Employers and the long-term financial integrity of the Health Care Program;
  - 9.1.7 Prepare an annual financial report on the operations of the Health Care Program; and
  - 9.1.8 Provide for other services deemed appropriate by the Board of Trustees to meet the purposes of this Agreement.
- 9.2 The Board of Trustees may delegate the responsibilities described in this Article 9 to the EBAC or other delegates at its complete discretion.

## **ARTICLE 10**

### **RESPONSIBILITIES OF THE PARTICIPATING EMPLOYERS**

In order to participate in the Health Care Program, Participating Employers shall:

- 10.1 Be a Participating City or Non-City Entity in good standing and comply with the requirements of admission or qualification as established by the Board of Trustees;
- 10.2 Adopt this Agreement by Resolution, agreeing to its terms and provisions;
- 10.3 Submit the Resolution and Agreement to the Trust;

- 10.4 Read the terms, conditions and representations set forth in the application agreement related to participation in the Health Care Program;
- 10.5 Designate an employee of the Participating Employer to be a contact person for all matters relating to the Participating Employer's participation in the Health Care Program;
- 10.6 Pay premiums for the Health Care Program to the Third-Party Administrator no later than the tenth day of the month in which the premium is due;
- 10.7 By formal action of the legislative body of the Participating Employer, approve policies and procedures necessary to secure protected health information ("PHI") in accordance with Chapter 70.02 RCW and the Health Insurance Portability and Accountability Act ("HIPAA") privacy and security rules, codified at 45 C.F.R. Parts 160-164;
- 10.8 Provide the Health Care Program with such information or assistance as is necessary for the Health Care Program to meet its responsibilities under this Agreement; and
- 10.9 Cooperate with and assist the Health Care Program and any insurer of Stop Loss Insurance or Reinsurance, in all matters relating to the administration and operation of the Health Care Program and all matters relating to this Agreement.
- 10.10 Comply with all bylaws, rules, regulations and policies adopted by the Board of Trustees relating to the Health Care Program.

## **ARTICLE 11**

### **RESERVE FUND INVESTMENT**

All reserve fund investments from the HCP Account shall be made in a manner that is consistent with RCW 48.62.111, Chapter 39.59 RCW, WAC 200-110-090 and the Health Care Program Investment Policy.

## **ARTICLE 12**

### **FINANCIAL RECORDS**

- 12.1 The Board of Trustees shall develop estimated revenue and expenditures to establish a budget for each fiscal year covering January 1 through December 31 annually. Actual Health Care Program revenues and expenditures shall be monitored monthly by the Board of Trustees and reported at its quarterly meetings.
- 12.2 The accounting records of the Health Care Program are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Health Care Program also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. Once reviewed and approved by the

Office of the State Auditor the year-end financial report is transmitted to the Office of the State Risk Manager.

- 12.3 Financial records of the Health Care Program shall be subject to audit by the Office of the State Auditor. Year-end financial reports and audit results shall be made available to interested parties. The Health Care Program shall provide financial information as required by state statute and rule to the Office of the State Risk Manager.

## **ARTICLE 13**

### **PARTICIPATING EMPLOYER TERMINATION AND WITHDRAWAL**

- 13.1 A Participating Employer must remain in good standing with the Trust and adhere to the requirements of this Agreement. In the event that a Participating Employer fails to be a Participating City or Non-City Entity in good standing, participation in the Health Care Program shall automatically terminate without notice as shall all health and welfare benefits provided through the Health Care Program.
- 13.2 The Board of Trustees may take action to terminate membership or deny membership in the Health Care Program where it determines that such termination or denial is in the best interest of the Health Care Program
- 13.3 When a Participating Employer's eligibility in the Health Care Program is affected due to merger or annexation, the affected Participating Employer may petition the Board of Trustees to remain in the Health Care Program.
- 13.4 A Participating Employer may only withdraw its participation in the Health Care Program at the end of the calendar year and must provide written notice to the Trust at least thirty-one (31) days in advance of the end of the calendar year (December 31st).
- 13.5 In the event of withdrawal or non-renewal, the Health Care Program will cover any of the Participating Employer's remaining outstanding Health Care Program claims expenses incurred prior to the Participating Employer's withdrawal from or non-renewal in the Health Care Program.
- 13.6 No Participating Employer, because of withdrawal or any other reason, has any right or interest in the HCP Account because of its nature as a rate stabilization fund. In the event any Participating Employer withdraws from the Health Care Program, its Participating Employees, their covered dependents and other beneficiaries and any Consolidated Omnibus Budget Reconciliation Act of 1985 as amended (COBRA) participants and contract personnel and dependents approved by the Board of Trustees, shall forfeit all right and interest to the HCP Account.

## **ARTICLE 14**

### **TERMINATION OF HEALTH CARE PROGRAM**

- 14.1 In the event the Health Care Program is terminated, the Board of Trustees shall distribute the remaining funds in the HCP Account to the Trust or any successor association authorized by Chapter 39.34 RCW for like purposes for use in any program with similar purposes.
- 14.2 Upon termination, this Agreement and the HCP Account shall continue for the purpose of paying remaining outstanding claims and expenses and fulfilling all other functions necessary to complete the business of the Health Care Program.

## **ARTICLE 15**

### **MEETINGS, NOTICES AND COMMUNICATIONS**

- 15.1 The Board of Trustees and the EBAC, if any responsibilities for Trust management have been delegated thereto, shall provide notice of their regular and special meetings and hold their meetings in accordance with Chapter 42.30, RCW Open Public Meetings Act.
- 15.2 Communications with Participating Employers may occur using mail, email or posting on the Health Care Program website. The website shall be partitioned to provide information for the general public and information specific to Participating Employers and their employees.
- 15.3 Communications may come directly from the Health Care Program, through the Third-Party Administrator or through another vendor on behalf of the Health Care Program.

## **ARTICLE 16**

### **AMENDMENTS TO INTERLOCAL AGREEMENT**

- 16.1 The Board of Trustees shall review and analyze any proposed amendment to this Agreement. An amendment may be proposed for review by any party to this Agreement.
- 16.2 The Board of Trustees upon its discretion may take action by resolution on any amendment at any regular meeting of the Board of Trustees.

## **ARTICLE 17**

### **PROHIBITION ON ASSIGNMENT**

- 17.1 No Participating Employer may assign any right or claim of interest it may have under this Agreement.

- 17.2 No creditor, assignee or third-party beneficiary of any employer shall have the right, claim or title to any party, share, interest, premium or asset of the Trust, HCP Account or the Health Care Program.

## **ARTICLE 18**

### **HEALTH CLAIM DISPUTES AND APPEALS**

In the event that a dispute arises over a health claim, the procedures, adjudication requirements and administrative remedies shall be found in the Health Care Program's plan document applicable to the Health Care Program covering the claimant.

## **ARTICLE 19**

### **PLAN ADMINISTRATION DISPUTES AND APPEALS**

- 19.1 In the event that a dispute arises between a Participating Employer and the Health Care Program, the Participating Employer shall document the circumstances causing the dispute and submit a written request for review of the disputed circumstances to the Board of Trustees. Upon review of such information, the Board of Trustees shall attempt to resolve the dispute.
- 19.2 If the Board of Trustees' resolution to the dispute is deemed unsatisfactory, then alternative dispute resolution through mediation or binding arbitration may be necessary.

## **ARTICLE 20**

### **ENFORCEMENT OF TERMS OF AGREEMENT**

- 20.1 The Board of Trustees may enforce the terms of this Agreement.
- 20.2 In the event legal action is initiated to enforce any term or provision of this Agreement against any present or previous Participating Employer, the prevailing party shall receive such reimbursement of costs as the court deems reasonable for attorneys' fees and costs related to the relevant legal action.

## **ARTICLE 21**

### **DEFAULT**

- 21.1 If any Participating Employer fails to perform any term or condition of this Agreement and such failure continues for a period of sixty (60) days after the Board of Trustees has given the Participating Employer written notice describing such failure, the Participating Employer shall be considered in default.
- 21.2 Upon default, the Board of Trustees may immediately cancel the Participating Employer's participation in the Health Care Program without additional notice or exercise some other remedy otherwise provided by law.



- 21.3 The rights and remedies of the Board of Trustees are cumulative in nature and pursuit of any particular remedy shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise available by law.

## **ARTICLE 22**

### **NO WAIVERS**

No waiver or forbearance of a breach of any covenant, term, or condition of this Agreement shall be construed to be a waiver or forbearance of any other or subsequent breach of the same or of any other covenant, term or condition, and the acceptance of any performance hereunder, or the payment of any sum of money after the same has become due or at a time when any other default exists hereunder, shall not constitute a waiver or right to demand payment of all sums owing or a waiver of any other default then or thereafter existing.

## **ARTICLE 23**

### **CONTRACT MANAGEMENT**

The Health Care Program shall designate a person to whom the State Risk Manager shall forward legal process served upon the Risk Manager; **The AWC Chief Executive Officer** (designee or successor). **The Health Care Program Director** shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

## **ARTICLE 24**

### **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## **ARTICLE 25**

### **COUNTERPART COPIES**

This Agreement may be signed in counterpart or duplicate copies and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

## **ARTICLE 26**

### **HEADINGS**

The Article and Section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the Articles and Sections they introduce.

## **ARTICLE 27**


### **AGREEMENT COMPLETE**

This Agreement and the documents referenced herein contains all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

**[Signature page follows]**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement.

**Association of Washington Cities**  
**Employee Benefit Trust**

Signature:  \_\_\_\_\_

Name: **Alicia Seegers Martinelli**

Title: Interim Chief Executive Officer

Date: 10/4/21 \_\_\_\_\_

**Participating Employer**

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date: January 1, 2014

22-008

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington adopting the Urban Design Report for the Airport Station Area Pedestrian Improvement Project.

**WHEREAS**, the City of SeaTac is constructing a Capital Improvement Project as part of the ST-141 Airport Station Area Pedestrian Improvement Project along sections of South 176th Street, 32nd Avenue S, and South 180th Street; and

**WHEREAS**, the Urban Design Report creates design guidelines and a clear visual identity and theme for the Airport Station Area; and

**WHEREAS**, the elements reflect the values and priorities shared by the community during the City Center Plan Update Phase 1 Vision Report; and

**WHEREAS**, on June 2, 2021, June 23, 2021 and July 21, 2021 the Streetscape and Gateway Ad Hoc Committee provided input into the draft Urban Design Report; and

**WHEREAS**, on August 10, 2021, the City Council reviewed the draft Urban Design Report at a Council Study Session; and

**WHEREAS**, on April 7, 2022, the Transportation and Public Works Committee reviewed the draft Urban Design Report and recommended adoption of the report.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

The SeaTac City Council hereby adopts the Urban Design Report as shown in Exhibit A.

**PASSED** this 26<sup>th</sup> day of April, 2022 and signed in authentication thereof on this 26<sup>th</sup> day of April, 2022.

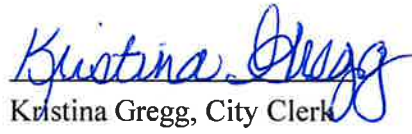
CITY OF SEATAC

---

Jake Simpson, Mayor

ATTEST:

---

Kristina Gregg, City Clerk

Approved as to Form:

---

Mary E. Mirante Bartolo, City Attorney



# Airport Station | Pedestrian Improvement Project

## URBAN DESIGN REPORT

March 2022



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# ACKNOWLEDGMENTS

The following people contributed their time and expertise to make this Urban Design Report possible:

## Elected Officials

Mayor Jake Simpson  
Deputy Mayor Senayet Negusse  
Councilmember Peter Kwon  
Councilmember Mohamed Egal  
Councilmember Takele Gobena  
Councilmember Iris Guzmán  
Councilmember Erin Sitterley

## City (Project Management & Technical Advisory)

Trevor Ralph - Project Manager  
Anita Woodmass - Senior Management Analyst City Manager's Office  
David Tomporowski - Senior Planner  
Jenn Kester - Planning Manager  
Kate Kaehny - Planning  
William Appleton - Public Works Director  
Kamal Mahmoud - Public Works - Engineering  
Florendo Cabudol - Public Works - Engineering

Aleksandr Yeremeyev - Economic Development Manager

## Ad Hoc Committee

Leslie Baker - Planning Commission  
Peter Kwon - Transportation & Public Works Committee  
Senayet Negusse - Parks and Recreation Committee  
Richard Schjerzinger - Hotel Motel Advisor  
Toka Valu - ACLAC Committee  
Trevor White - Sidewalk Advisory Committee

## KPG Psomas

Jason Fritzler - Project Manager  
Hope Freije - Urban Design & Placemaking Assistant  
Phuong Nguyen - Urban Design & Placemaking  
Holly Williams - Urban Design & Placemaking

## Stepherson & Associates

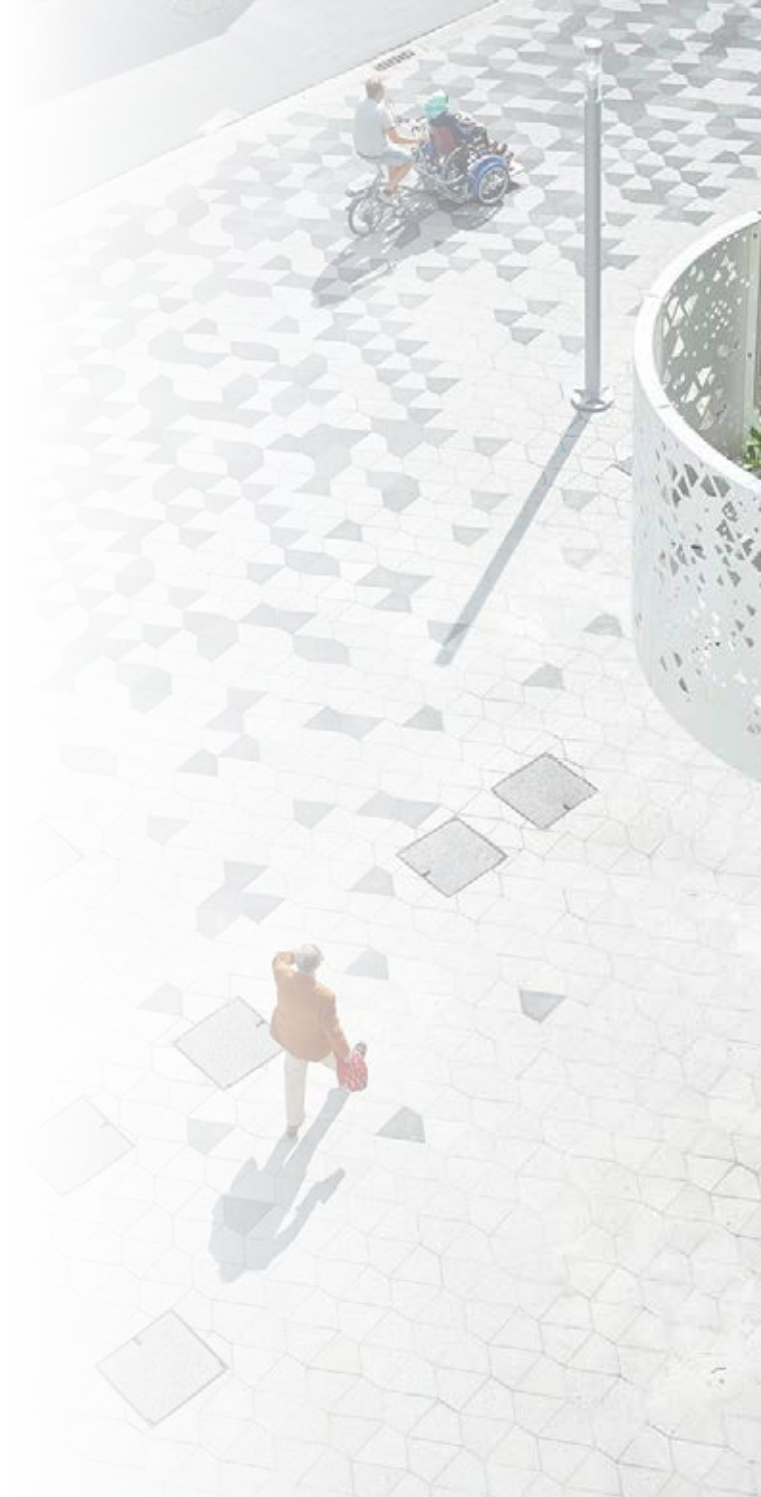
Kristin Anderson - Online Open House Support



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## PROJECT BACKGROUND & DESCRIPTION

The Airport Station Pedestrian Improvement Project seeks to increase safety for pedestrians, bicyclists, and cars in the immediate area surrounding the Airport Link Light Rail Station. Improvements will focus on 32nd Ave S (between 170th and 180th), S. 180th St, and S. 176TH ST (BETWEEN INTERNATIONAL Boulevard and 32nd Ave S.).

### SUB AREAS WITH DISTINCT CHARACTERS:

**Airport Business District:** an urban, airport-serving, and mixed use district along International Boulevard

**Residential/Multi-Family District:** a higher density residential area area stepping down in intensity to meet the single family neighborhoods at the eastern-most boundary

### PROPOSED PROJECT ELEMENTS:

#### Main Pedestrian Street Corridor

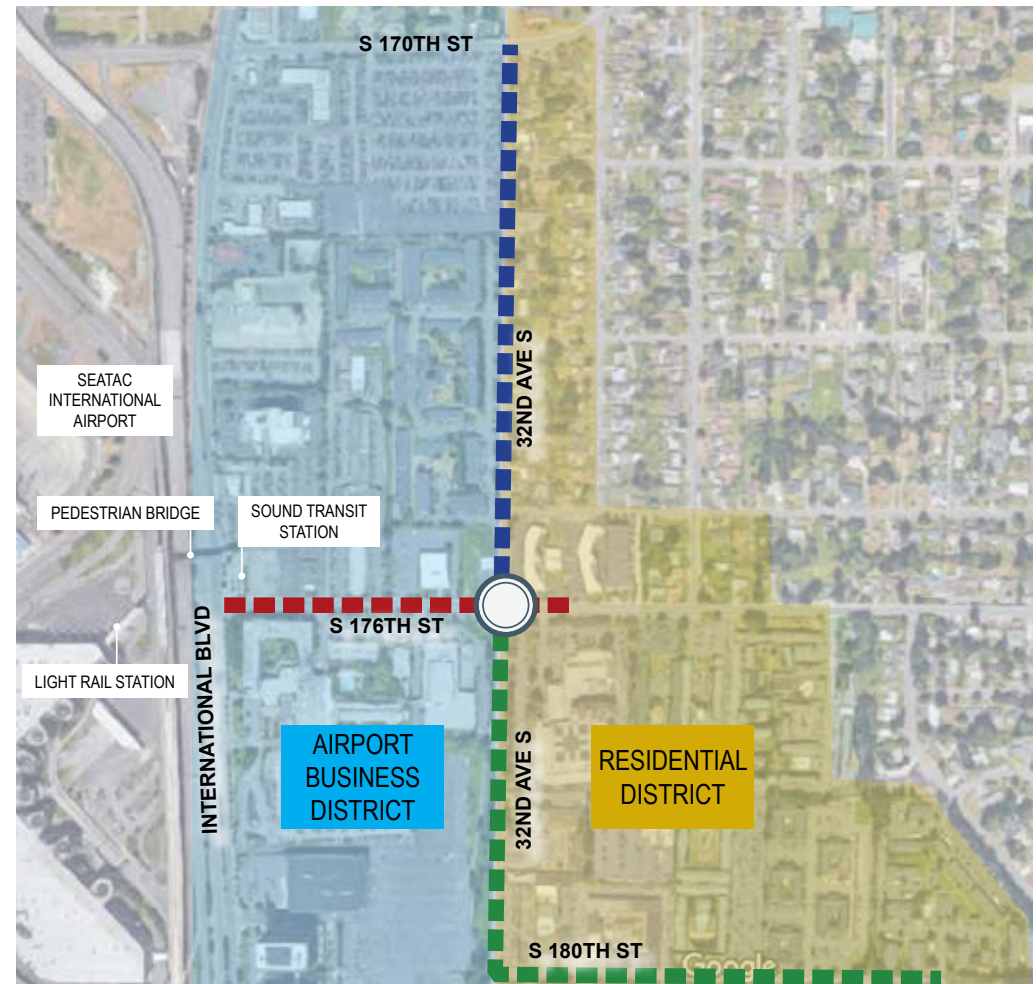
- Install new sidewalk and landscaping strip
- Install new decorative LED pedestrian and roadway illumination
- Install new raised bicycle facilities (west of 32nd Ave S)
- Install new channelization for bicycle facilities (east of 32nd Ave S)

#### Mixed Use/Neighborhood Corridor

- Install new sidewalk and landscaping strip
- Install new decorative LED pedestrian and roadway illumination
- Install new EV charging stations
- Install new channelization for bicycle facilities
- Install new utility undergrounding

#### Mixed Use/Neighborhood Corridor

- Install new sidewalk and landscaping strip
- Install raised concrete intersections
- Install new decorative LED pedestrian and roadway illumination
- Install new EV charging stations
- Install new channelization for bicycle facilities
- Install new utility undergrounding





## 1.0 PROJECT OVERVIEW

### PROJECT GOALS

In 2020, the City completed the **City Center Plan Update Phase 1 Vision Report** that covers this area. The Vision Report relied heavily on input from the business and residential communities to identify a new long-term growth and development vision for the area. Key objectives include improvements to pedestrian corridors, enhanced access to transit and the creation of a consistent visual identity for the district. The Vision Report also identified the Airport Station Area Pedestrian Improvement Project as a priority project. The two main goals for the Airport Station Pedestrian Improvement Project are in line with the vision report and this Urban Design Report and its recommendations will inform Phase 2 of the City Center Plan Update Project. The two main goals for the Airport Station Area Pedestrian Improvement Project are in line with the vision report.

#### ➤➤ Improve the pedestrian and transit-oriented nature of the area

- Allow **access to airport station** through **inviting, safe, and inclusive** design improvements
- Enhance the **safety and mobility of pedestrians** while providing efficient circulation
- **Support economic prosperity** by providing a mix of complementary uses
- **Foster community pride** through integrated art features and custom site elements evoking local character and style

#### ➤➤ Create an attractive public realm through a consistent district identity

- **Hardscape treatments** including sidewalk, driveway/crosswalk and intersection
- Street and accent **lighting**
- **Site furnishings** including bench, waste receptacles, bike racks
- Non-regulatory street **signage** including wayfinding and information kiosk
- **Integrate art** in urban design elements such as wayfinding, canopy shelters, and decorative pavement treatments
- Soften the urban backdrop through **street trees and landscape** plantings.

### PROJECT **BENEFITS**

## *PEOPLE + PLACE + FLEXIBILITY*

The City's main goals for this area are to enhance infrastructure and amenities near the light rail station to encourage more complete business and neighborhood communities. The following benefits will provide the community access to necessary services and urban amenities:

- Provides pedestrians and cyclists with **safe, clear, access** to the Airport Light Rail Station from the communities surrounding South 180th Street and 32nd Avenue South.
- Improves upon existing **sidewalk infrastructure** with landscape buffers and **ADA compliant** walkways.
- Establishes a **clear identity** for the streetscapes in this area. Decorative fixtures, landscaping, street furniture, and artwork will update and improve the look and feel of the surrounding area and create a more **inviting atmosphere**.
- Creates a **functional street** section that will better **support a growing area**.



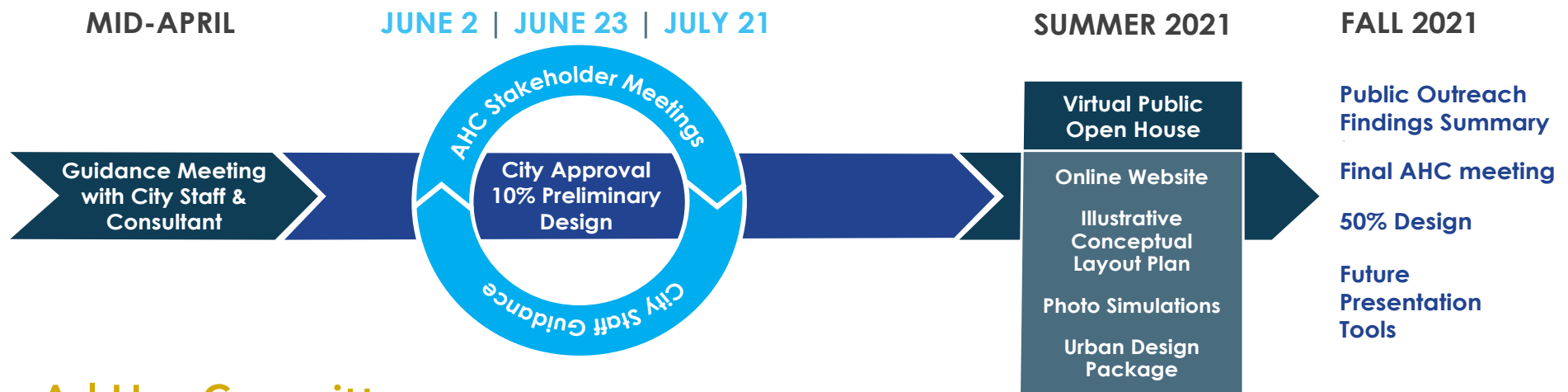
**Photosimulation of Segment 2 @ 32nd Ave S Facing South**

Note: This photosimulation is a conceptual depiction of the corridor character used to solicit feedback during the public engagement process. The proposed urban design elements will continue to evolve through to final design.

### URBAN DESIGN **STAKEHOLDER PROCESS**

The streetscape and ad hoc committee, which included representatives from local business/tourism organizations, public agencies, residents, and cultural organizations, met four times throughout the design process. The group guided the selection of the conceptual theme as well as provided valuable input on urban aesthetic & identity for the AirportStation Pedestrian Improvement Project.

In addition, members of the group were valuable ambassadors for the project to their own organizations and their community.



### Ad Hoc Committee

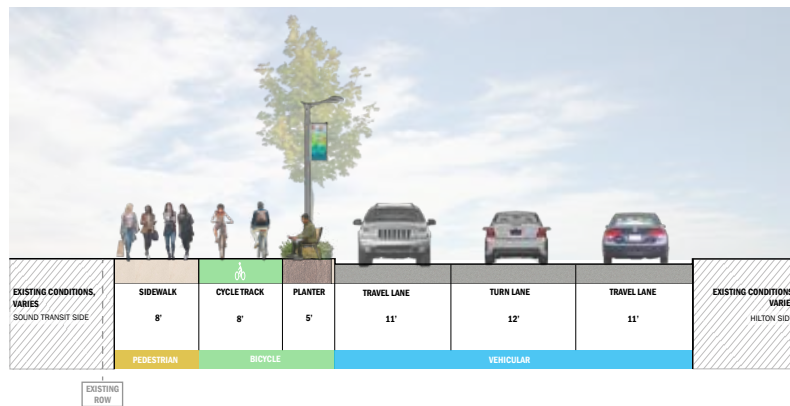
- **Toka Valu** - ACLAC Committee
- **Leslie Baker** - Planning Commission
- **Trevor White** - Sidewalk Advisory Committee
- **Richard Schjerzinger** - Hotel Motel Advisory
- **Peter Kwon** - Transportation and Public Works Committee
- **Senayet Negusse** - Parks and Recreation Committee



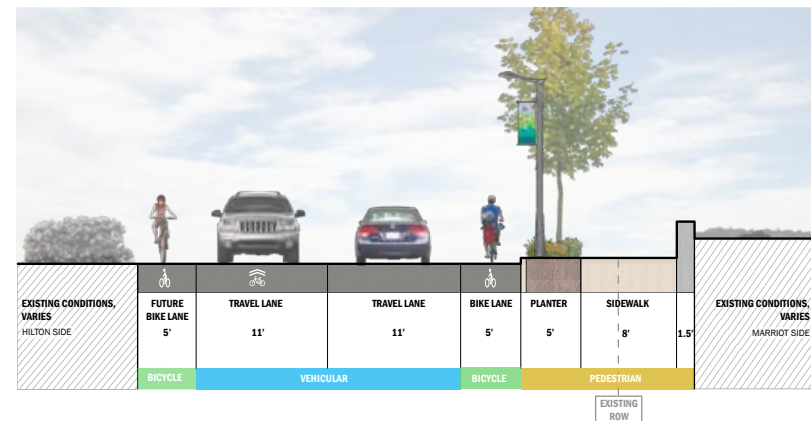
## 2.0 PUBLIC OUTREACH & INVOLVEMENT

### URBAN DESIGN **STAKEHOLDER PROCESS**

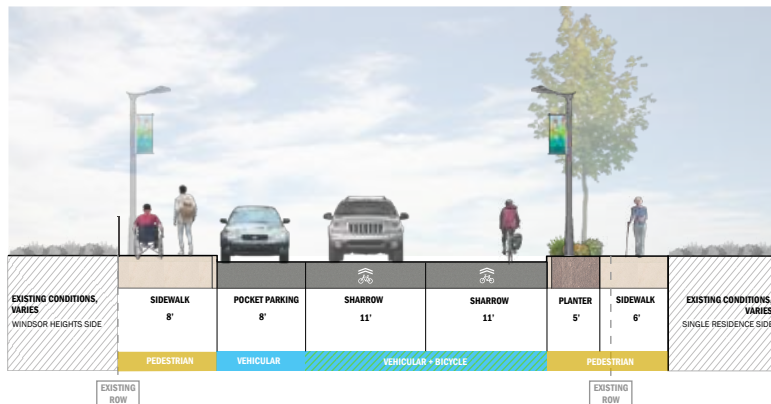
In Summer 2021, the conceptual design material was presented on the City's website and through the online public open house to the larger community. In Spring 2022, Council has had the opportunity to review and provide feedback on the final package for the Urban Design approach. Below were cross sections proposed for 50% design.



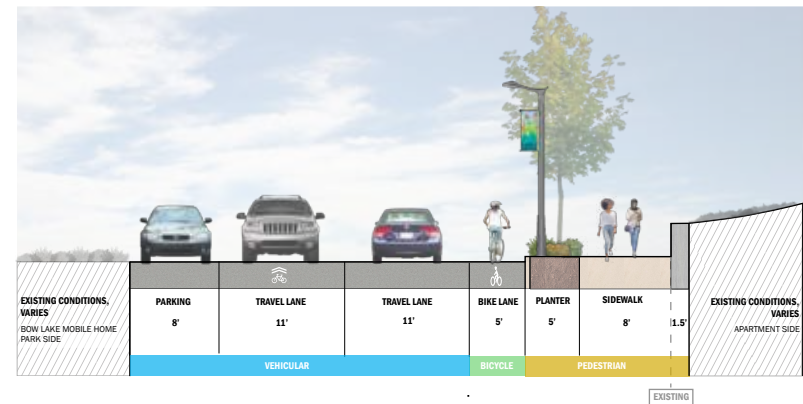
Typical Section: Segment 1 @ S 176th St Facing East



Typical Section: Segment 3 @ 32nd Ave S Facing North



Typical Section: Segment 2 @ 32nd Ave S Facing South



Typical Section: Segment 4 @ S 180th St Facing West

### URBAN DESIGN **IDENTITY BRANDING & PLACEMAKING**

#### » Recommendations for the Urban Design & Placemaking elements

- The Urban Design Report will guide the City in creating *a cohesive look and feel*
- Help define *what makes SeaTac unique* and how this can be expressed through urban design elements
- This starts with this project and but *will continue to inform future improvements* in the district



Photo example of raised bicycle facilities and raised crossings



Photo example of raised concrete intersection



## 3.0 URBAN DESIGN APPROACH

### CONCEPTUAL **THEME DEVELOPMENT**

Three conceptual theme for the urban design approach was developed and the 'Celebrate SeaTac' was the theme stakeholders from the Ad Hoc Committee decide to move forward into the design phase for urban design and placemaking.

#### Going Places

##### International Gateway

**Celebrate SeaTac**

### **Celebrate SeaTac!**

*“A gateway to the Pacific Northwest!”*

- **Hospitality:** the community of SeaTac welcomes visitors from around the world
- **Global gateway:** celebrating the area's history, businesses, and nature
- **Timeless:** contemporary, vibrant, inviting

### CONCEPTUAL **THEME PURPOSE & OUTCOMES**

The conceptual theme will convey sense of place for the district identity through the following:

#### Landmark art

Landmark art an object, such as a unique sculpture or anatomical structure, on land that marks a locality and can also be as a point of orientation in referencing one's location in space.

#### Streetscape urban design elements

Streetscape includes a collective area of urban design elements along the roadway corridor. This can include, but is not limited to, the sidewalk surface, medians, crosswalks, street trees, bike facilities, lighting and site furnishings.

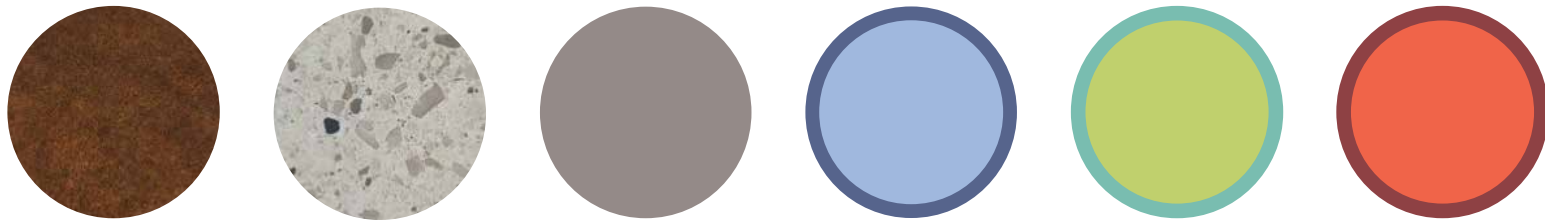
#### Streetscape details

Streetscape details are custom district identity add-ons to sidewalk pavement and urban design elements which can include, but are not limited to, benches, planters, litter and recycling receptacles, bicycle racks, transit shelters, newsstands, bollards, light pole fixtures and banners.

### 3.0 URBAN DESIGN APPROACH

#### DISTRICT **COLOR & MATERIAL PALETTE**

**Celebrate SeaTac!** *A gateway to the Pacific Northwest!*



INDUSTRY + TECHNOLOGY + FOG + SKY + FORESTS + SALMON

corten steel

raw steel with a patina

stainless steel

textured concrete

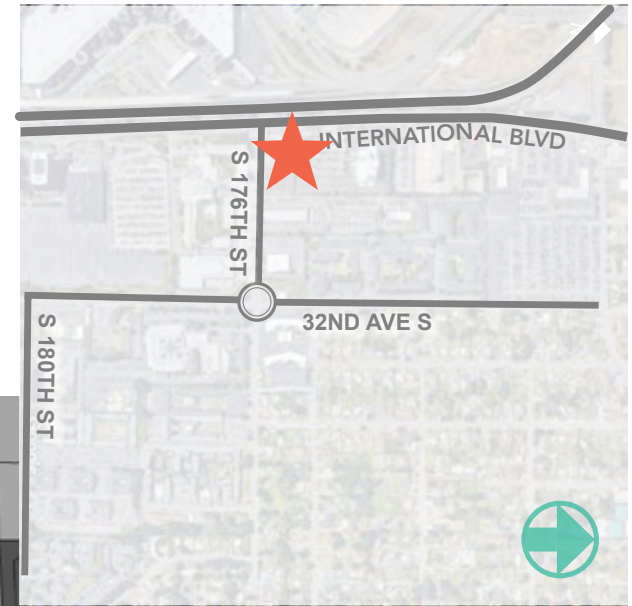
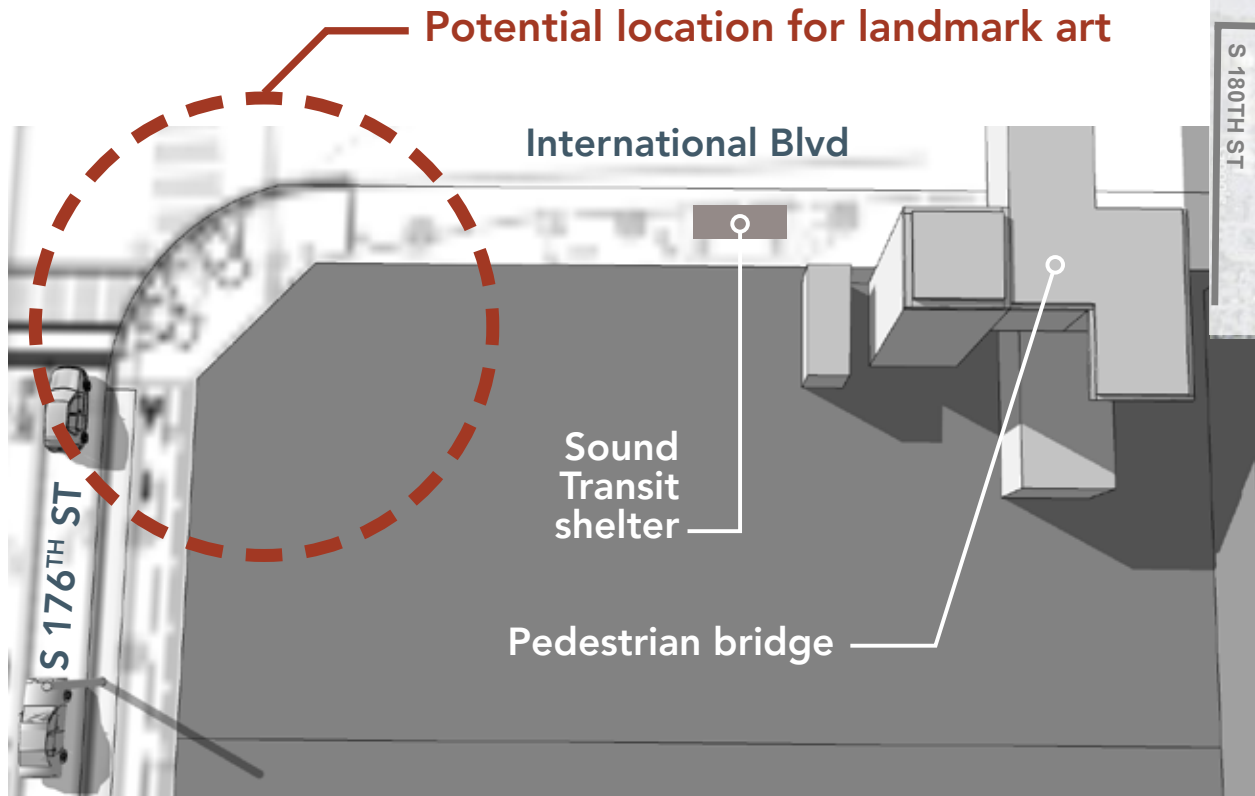
powder coat  
glass

powder coat  
landscaping

powder coat  
concrete color

## LANDMARK ART DIAGRAMMATIC CONCEPT

Placing a landmark art element at the southwest end of the open plaza space has the potential to visually draw attention to pedestrians walking and rolling on the street level, going across the pedestrian bridge to Sea-Tac International Airport as well as can be seen from the sky through flight. The landmark art can be dynamically lit to activate the space and have an interactive component technologically integrated into the sculptural piece.



### 3.0 URBAN DESIGN APPROACH

#### LANDMARK ART PHOTO EXAMPLES

**Celebrate SeaTac!** *A gateway to the Pacific Northwest!*

*iconic*

*landmark*

*welcoming*



*beacon*

*multi-functional*  
*dimensionality*



*light*  
*shelter*





### LANDMARK ART PHOTO EXAMPLES

**Celebrate SeaTac!** *A gateway to the Pacific Northwest!*



*viewsheds*  
*flexibility*  
interwoven

*gateway*  
*playful*  
*interlinked*





## 3.0 URBAN DESIGN APPROACH

### STREETSCAPE ELEMENTS



INDUSTRY + TECHNOLOGY + FOG + SKY + FORESTS + SALMON



contemporary bench with sleek curves, optional dividers



standard bike rack, surface mounted



concrete and/or stone "pebble" seating with graffiti coating



lit bollard



pedestrian railing



tree grates with breakaway opening, ADA compliant, heel proof



recycle & litter receptacle, durable & lockable



bottle refilling station

### STREETSCAPE ELEMENTS



INDUSTRY + TECHNOLOGY + FOG + SKY + FORESTS + SALMON



planter railing



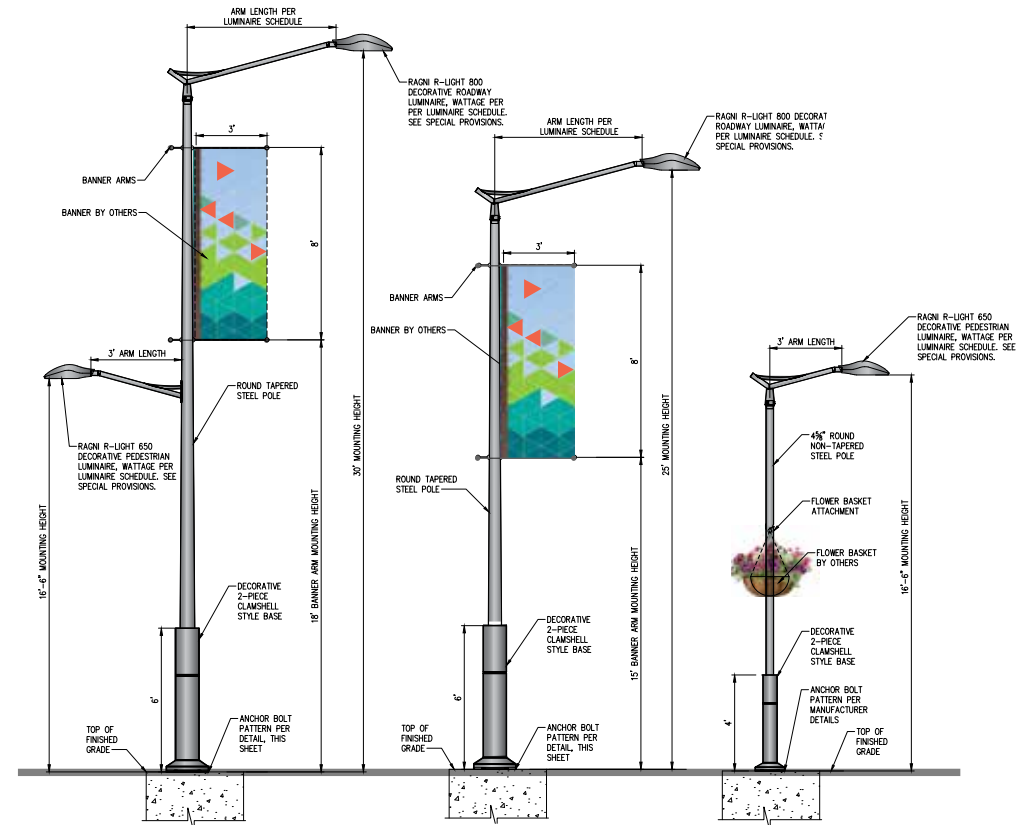
decorative screening  
community input



decorative concrete wall treatment  
w/ engraving finish



decorative concrete wall  
treatment w/ light inlays



modern light fixtures w/ sleek curves, banner arms,  
flower basket arms and options for district icon

## 3.0 URBAN DESIGN APPROACH

### STREETSCAPE DETAILS CUSTOM DISTRICT IDENTITY



INDUSTRY + TECHNOLOGY + FOG + SKY + FORESTS + SALMON



decorative etched  
surface treatment



engraved corten  
metal inlay



linear pavement lighting



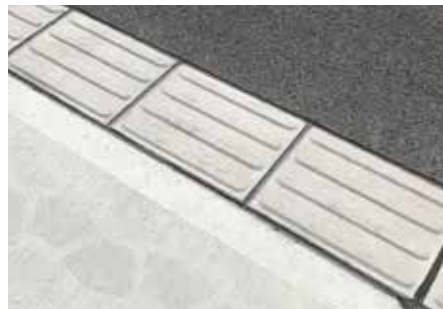
2x2 scored integral colored cement  
concrete crosswalk



2x2 scored cement concrete sidewalk



story telling medallion inlaid



detectable edge paver

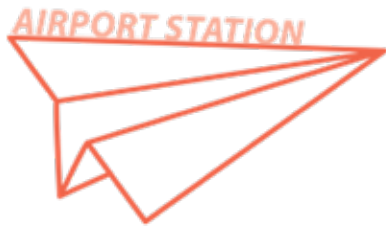


raised bike facility

### STREETSCAPE DETAILS CUSTOM DISTRICT IDENTITY



INDUSTRY + TECHNOLOGY + FOG + SKY + FORESTS + SALMON



add-on metal and decals on metal planters  
(in various finishes) used in large pedestrian  
nodes or parklet locations

#### Decal Inspiration:

paper airplanes  
geometric  
3-dimensional  
nostalgic  
playful  
recognized by all ages



add-on metal decals  
on bike racks



add-on vinyl decals  
on trash receptacles



### 3.0 URBAN DESIGN APPROACH

## URBAN PLACEMAKING ELEMENTS - PLANT PALETTE



*Mahonia repens*/ Creeping Barberry



*Epimedium x youngianum* 'Niveum'/ Snowy Barrenwort



*Distylium* 'PIIDIST-V'/ Cinnamon Girl Distylium



*Hemerocallis* 'Chicago Sunrise'/ Chicago Sunrise Daylily



*Sesleria autumnalis*/ Autumn Moor Grass



*Polystichum munitum*/ Sword Fern



*Carex testacea*/ New Zealand Sedge



*Coreopsis verticillata* 'Zagreb'/ Threadleaf Tickseed



*Dryopteris erythrosora* 'Brilliance'/ Brilliance Autumn Fern



*Geum coccineum* 'Koi'/ Koi Avens



*Achillea millefolium* 'Terracotta'/ Terracotta Yarrow



*Crocosmia* 'George Davison'/ George Davison Montbretia

# Appendices

A: Existing Site Photos

B: City Center Plan Update - Phase 1 Vision Report



## 4.0 APPENDIX A

### S 176TH ST EXISTING SITE PHOTOS



## 32ND AVE S **EXISTING SITE PHOTOS**



## 4.0 APPENDIX A

### 32ND AVE S | S 180TH ST **EXISTING SITE PHOTOS**





22-009  
**RESOLUTION NO.** \_\_\_\_\_

A RESOLUTION of the City Council of the City of SeaTac,  
Washington in support of exploring the feasibility of acquiring all  
or portion of North SeaTac Park.

**WHEREAS**, North SeaTac Park (“Park”) is located entirely within the municipal boundaries of the City of SeaTac (“City”); and

**WHEREAS**, the Park encompasses approximately 220 acres currently under lease to the City by the Port of Seattle (“Port”); and

**WHEREAS**, the Park includes Ryan Field, which is owned and operated by the Port and Sunset Park , which is owned by King County; and

**WHEREAS**, the Park is home to the SeaTac Community Center, the City’s Maintenance Facility, and the Highline Botanical Garden; and

**WHEREAS**, a portion of the Park (SeaTac Community Center and Highline Botanical Garden) is currently under lease until the year 2041, and the remainder of the Park is leased until the year 2070 at the rate of twenty (20) dollars per year; and

**WHEREAS**, the Park hosts numerous recreational activities including but not limited to soccer, biking, walking/jogging, BMX racing basketball, disc golf, and remote-control car racing; and

**WHEREAS**, residents of both the City and South King County utilize and continue to benefit from the use of the Park; and

**WHEREAS**, the City recognizes the Park as one of the largest open spaces in an otherwise urban area that preserves a portion of the community’s natural environment and promotes the quality of life for the City’s residents; and



**WHEREAS**, the City wishes to maintain control over its facilities and preserve the Park's value as open space, tree canopy and recreational land for the community in perpetuity; and

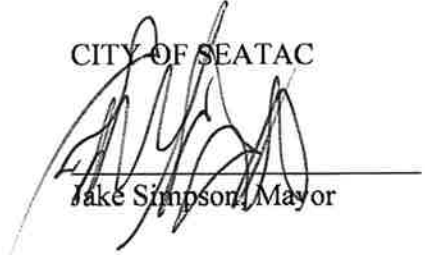
**WHEREAS**, the City intends to explore the feasibility of the acquisition of all or a portion of the property by the City from the Port;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

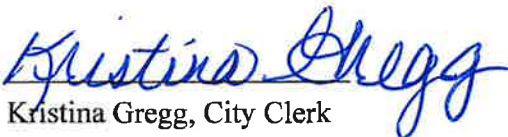
The SeaTac City Council expresses its support for exploring the feasibility of acquiring all or a portion of North SeaTac Park from the Port of Seattle.

**PASSED** this 10<sup>th</sup> day of May, 2022 and signed in authentication thereof on this 10<sup>th</sup> day of May, 2022.

CITY OF SEATAC

  
Jake Simpson, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney



**RESOLUTION NO. 22-010**

A RESOLUTION of the City Council of the City of SeaTac,  
Washington, adopting the South 200<sup>th</sup> Street Corridor Study.

**WHEREAS**, a study of the South 200<sup>th</sup> Street corridor is listed in Chapter 4 of the City's Transportation Master Plan (TMP); and

**WHEREAS**, a study of the South 200<sup>th</sup> Street corridor is shown as priority #9 in the 2021-2026 Transportation Improvement Program (TIP); and

**WHEREAS**, Public Works Capital Improvement Project (CIP) ST-161 is identified in the 2021-2026 Transportation Improvement Program and intended to design improvements based the South 200<sup>th</sup> Street Corridor Study; and

**WHEREAS**, it is recognized that improvements to the South 200<sup>th</sup> Street corridor warrant additional study and analysis after the completion of the State Route 509 and Federal Way Link Light Rail projects before embarking on ST-161; and

**WHEREAS**, on September 3, 2020, the City Council authorized the retention of a consultant to develop the study; and

**WHEREAS**, the purpose of the study is to determine the highest and best use of the South 200<sup>th</sup> Street corridor based on current usage demands as well as future active transportation demand and land uses adjacent to the corridor; and

**WHEREAS**, the project team studied the existing conditions of the corridor, with analysis performed regarding safety, operations, and modeling of future demand; and

**WHEREAS**, three different alternatives for a redesigned and rebuilt corridor were defined and evaluated; and

**WHEREAS**, two separate rounds of outreach were conducted involving a public online open house advertised via multiple channels; and

**WHEREAS**, as a result of the study process, analysis, and outreach, the report presents two different sets of options for improving the corridor; and

**WHEREAS**, the Planning Commission was briefed on the progress of the intersection study at its March 2, 2021 meeting; and

**WHEREAS**, the Transportation and Public Works (T&PW) Committee was briefed on the progress of the intersection study at its November 4, 2021 meeting; and

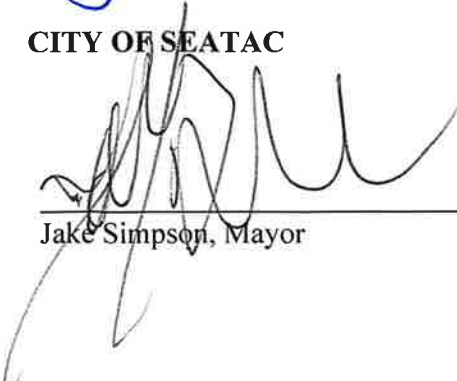
**WHEREAS**, on May 5, 2022, the Transportation and Public Works (T&PW) Committee was presented with the draft final report, and the committee members voted unanimously (3-0) to forward the draft final report to Council for review, with a recommendation that it be adopted.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

Section 1. The SeaTac City Council adopts the South 200<sup>th</sup> Street Corridor Study, which is attached to this Resolution as Exhibit A.

**PASSED** this 24<sup>th</sup> day of May, 2022, and signed in authentication thereof on this 24<sup>th</sup> day of May, 2022.

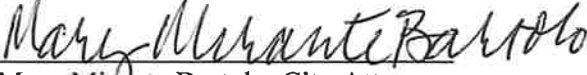
**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

[Effective Date: 5/24/2022]

[South 200<sup>th</sup> Street Corridor Study Resolution]



South 200<sup>th</sup>  
Street Corridor Study



City of SeaTac

# South 200<sup>th</sup> Street Corridor Study





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## Chapter 1

# Introduction

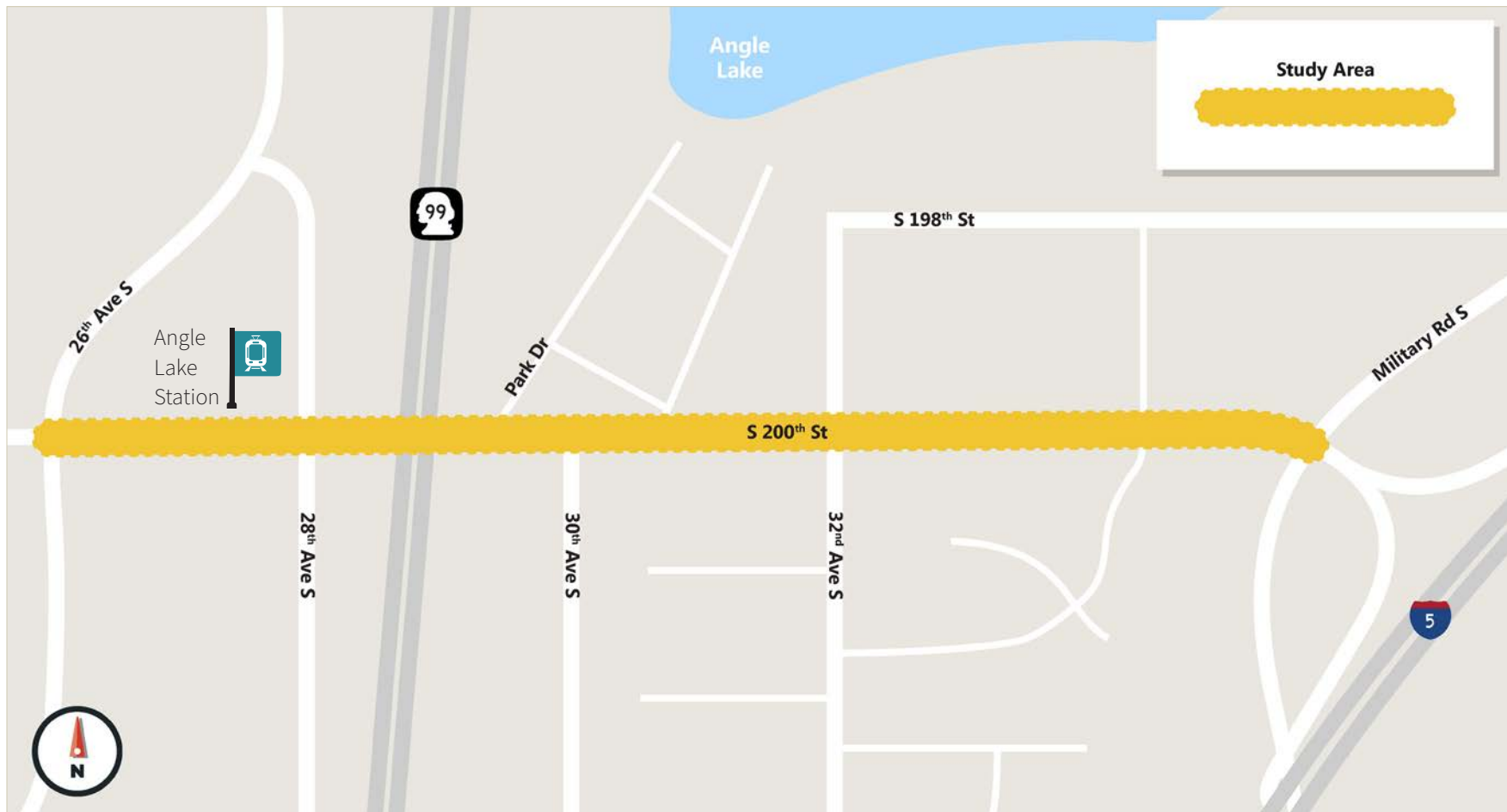
# 1

## INTRODUCTION

**This corridor study seeks to develop an infrastructure plan for South 200<sup>th</sup> Street that serves the SeaTac community both today and for the long-term.**

The South 200<sup>th</sup> Street Corridor Study focuses on South 200<sup>th</sup> Street from Angle Lake Station to the intersection of Military Road South and the I-5 ramps (**Exhibit 1**). This study presents the opportunity to revisit assumptions of past planning efforts to develop an infrastructure plan for South 200<sup>th</sup> Street that serves the SeaTac community both today and for the long-term.

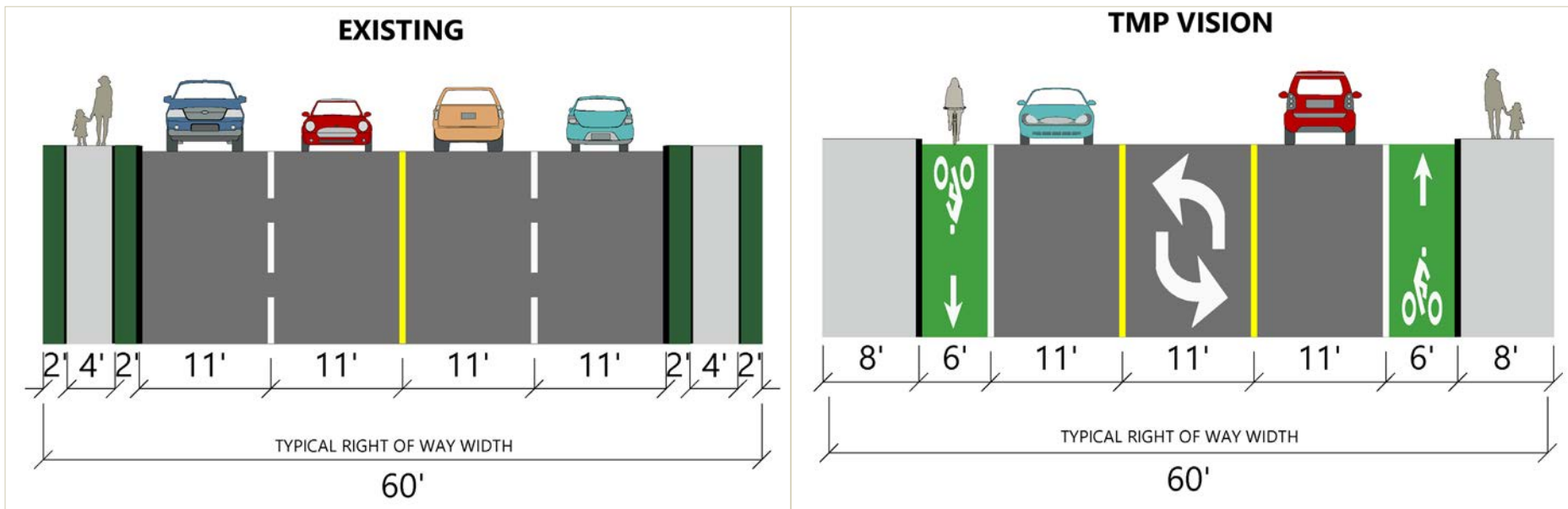
### EXHIBIT 1: STUDY CORRIDOR



This study investigates recommendations from the City's Transportation Master Plan (TMP), which call for the South 200<sup>th</sup> Street corridor to be converted from a four-lane roadway to one lane in each direction with a center turn-lane, bicycle lanes, and improved pedestrian facilities (**Exhibit 2**). These TMP recommendations are being stress-tested

alongside growth anticipated over the next 20 years and planned infrastructure projects, including the SR 509 Completion Project and the Federal Way Link Extension, which will influence traffic circulation and patterns throughout the area.

## EXHIBIT 2: SOUTH 200<sup>TH</sup> STREET CORRIDOR CROSS SECTION (EXISTING & TMP VISION)



## Study Process

This study combines technical evaluation, stakeholder and agency outreach, and community input to develop and evaluate potential corridor options. The corridor study began in October 2020 and corridor recommendations will be presented to SeaTac City Council in mid 2022. Community outreach occurred in two phases: gathering community input about how the corridor operates today and desires for the future (Spring 2021) and gauging community preferences related to three potential corridor options (Fall 2021).

This report summarizes the steps taken to arrive at viable corridor concepts, which are detailed in the following chapters:

### Chapter 2 Project Background & Related Plans

Describes adopted plans that guide land use and infrastructure decisions in the vicinity of the South 200th Street corridor.

### Chapter 3 Technical Evaluation of the Corridor

Describes existing and projected future conditions along South 200<sup>th</sup> Street for all modes of transportation, as well as built environment considerations that influence the development of corridor options.

### Chapter 4 Corridor Options Development & Evaluation Process

Describes the process used to develop discrete corridor options and how these options were considered. This chapter describes community and stakeholder feedback gathered and the methods used to solicit this feedback.

### Chapter 5 Corridor Concepts for Further Consideration

Presents the most viable corridor concepts, including the rationale for why these options are being advanced, and next steps to move towards selecting a preferred corridor option.



## Chapter 2

# Project Background & Related Plans





## PROJECT BACKGROUND & RELATED PLANS

**Several plans influence the role of South 200<sup>th</sup> Street in connecting SeaTac to the greater region.**

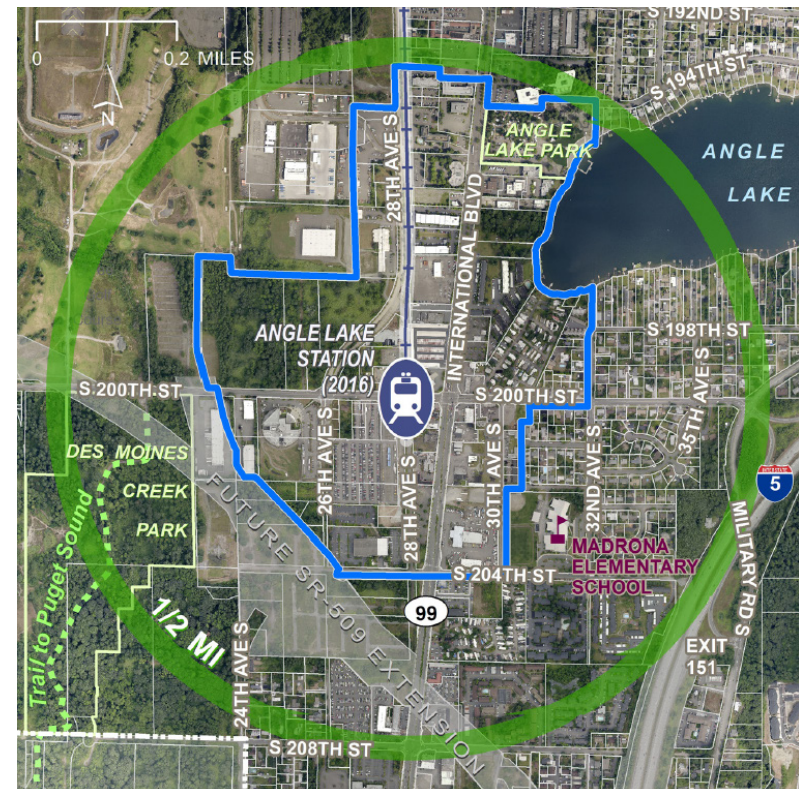
This chapter summarizes local and regional plans that influence how people use South 200<sup>th</sup> Street and its role in connecting SeaTac with the greater region. The chapter begins with a description of the City's land use vision and development goals for the corridor as defined in the Angle Lake District Station Area Plan and Transportation Master Plan (TMP).



The station area plan recommends significant changes to the character of South 200th Street to support this vision including enhanced infrastructure

Based on this analysis, the station area plan recommended redesigning South 200th Street to better accommodate multi-modal access to the light rail station and other neighborhood destinations as follows:

- Develop plans and design details for a three-lane street with separated bicycle facilities.
- Determine project priority and funding sources.
- Coordinate with SR-509 extension project.



## Transportation Master Plan

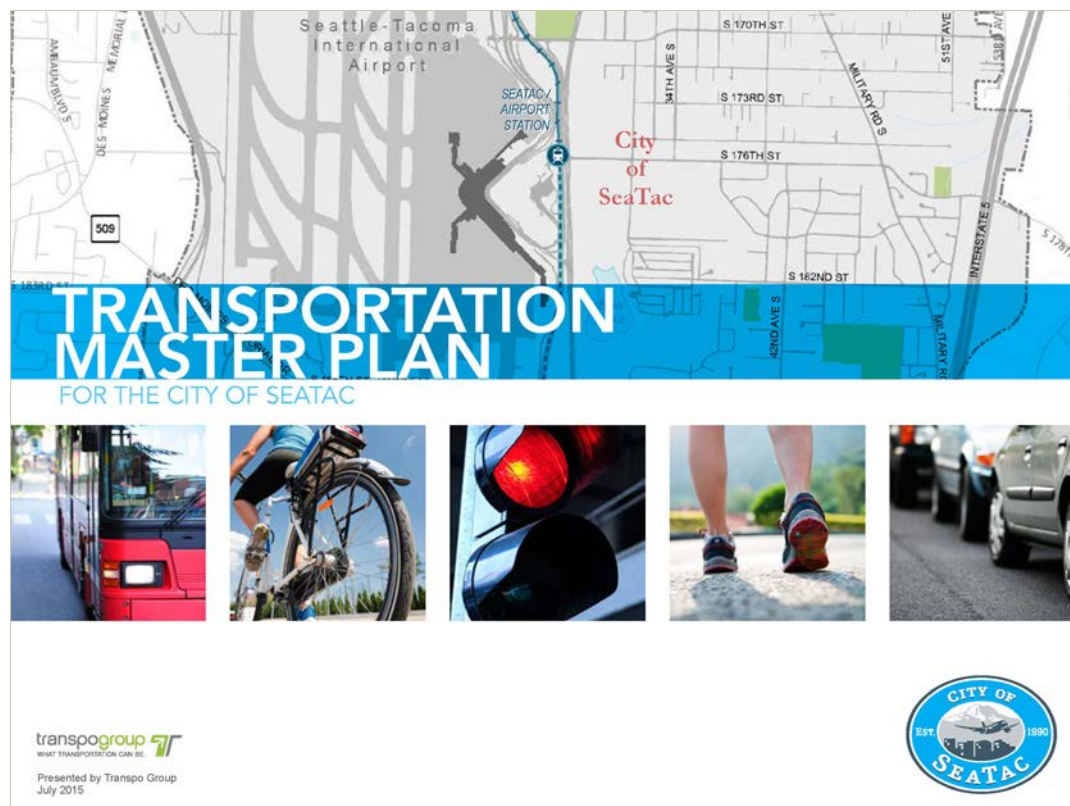
The Transportation Master Plan (TMP) is part of the City's Comprehensive Plan. One of its main roles is to support implementation of land use and development policies, including those within the Angle Lake District Station Area Plan. (Per RCW 36.70A.070, the Growth Management Act calls for transportation policies to implement, and be consistent with, the land use policies.)

The City adopted its TMP in 2015, shortly after the adoption of the Angle Lake District Station Area Plan. Because the two plans were developed concurrently, the TMP incorporated various recommendations from the station area plan, including goals for redesigning the South 200th Street corridor as a more complete, multi-modal street.

### TMP Assumptions & Strategies for S 200th Street

The TMP supports the implementation of the station area plan by calling for the South 200th Street corridor to be converted from a four-lane roadway to one lane in each direction with a center turn-lane, bicycle lanes, and improved pedestrian facilities (see Exhibit 2). However, the TMP also recognizes South 200th Street as one of the City's few Principal Arterials, and a key freight corridor – two characteristics not fully considered in the Angle Lake District Station Area Plan.

The TMP defines South 200th Street as a Principal Arterial, a designation provided to three other roadways in the City: International Boulevard, South 188th Street, and 28th/26th/24th Avenue South. The TMP identifies the role of a Principal Arterials to:



*“Connect focal points of traffic generation throughout the City and adjacent areas. They are used to provide access to the regional highway system, connect major community centers and connect to adjacent cities. These streets are intended to primarily serve “through” traffic with limited access to abutting land use. Principal arterials typically carry the highest traffic volumes.”*

The disconnect between the functional classification of South 200th Street and the recommended cross-section/road design reflects the multiple identities of South 200th Street: it is a multi-modal connection for the

Angle Lake station area and extended transit community, it serves as the backbone for a residential neighborhood, with single family homes that directly access the corridor; and is also an important connection between regional freight and mobility corridors, like International Boulevard, Military Road, and I-5.

One of the main goals of this study is to offer potential options that will help the City to realize the Angle Lake District Station Area Plan's multi-modal vision for the South 200th Street corridor, while also addressing the TMP's goals for a well-functioning principle arterial.



## Federal Way Link Extension

The Federal Way Link Extension project will extend light rail from Angle Lake Station to the Federal Way Transit Center by 2024. The extension includes three new stations: Kent/Des Moines, South 272<sup>nd</sup> Street, and Federal Way Transit Center and will have a projected daily ridership of 29,000 – 34,000. In conjunction with the SR 509 Completion Project, Sound Transit is building a new SR 99 bridge near South 208<sup>th</sup> Street, a half-mile south of South 200<sup>th</sup> Street, which will cross over SR 509 (Exhibit 3). Bridge construction began in late 2020, with a target completion in 2022.

This extension of the light rail line, combined with Sound Transit's current and future system-wide expansions, will only increase usage of Angle Lake light rail station and put more pressure on the transportation network, including the 200<sup>th</sup> Street corridor, that provides access to it.

This extension of the light rail line, combined with Sound Transit's current

and future system-wide expansions, will only increase usage of Angle Lake light rail station and put more pressure on the transportation network, including the 200<sup>th</sup> Street corridor, that provides access to it.

## SR 509 Completion Project

The SR 509 Completion Project will extend SR 509 from where it currently ends at South 188<sup>th</sup> Street to I-5 near Tukwila. Just south of 200<sup>th</sup> Street, the project will add a half-diamond interchange at 24<sup>th</sup>/26<sup>th</sup> Avenue South, which will also help facilitate a new interim access point to Seattle-Tacoma International Airport from the south until the Port of Seattle's full vision for a South Airport Expressway is realized.

The half-diamond interchange will have a southbound on-ramp and a northbound off-ramp between SR 509 and 24<sup>th</sup>/26<sup>th</sup> Avenue South.

Overall, expansion of SR 509 will provide an alternate route for vehicles and freight connecting to I-5—enhancing the freight network, connections to Seattle-Tacoma International Airport, and decreasing reliance on local roads, like South 200<sup>th</sup> Street.

The City has completed construction of the project connecting 24<sup>th</sup> Avenue South to 28<sup>th</sup> Avenue South, with entrance and exit ramps and SR 509 expansion slated for completion in 2028.

### EXHIBIT 3: FUTURE LIGHT RAIL BRIDGE CONFIGURATION, WSDOT



**EXHIBIT 4: SR 509 ALIGNMENT, INTERIM RAMPS, & CAPITAL IMPROVEMENTS (WSDOT)**


The Port of Seattle's South Airport Expressway is a long-term project that will ultimately replace the interim airport access with a grade separated expressway connecting to Seattle-Tacoma International Airport. To accommodate the SR 509 expansion, South 208<sup>th</sup> Street will no longer directly connect to International Boulevard. A new roadway segment will be built at South 206<sup>th</sup> Street, which will restore the connection of South 208<sup>th</sup> Street and the surrounding neighborhood to International Boulevard. The new segment will connect to South 204<sup>th</sup> Street and 34<sup>th</sup> Avenue South (**Exhibit 4**).



By improving connectivity to SR 509, this project will reduce reliance of regional trips on South 200th Street. By improving connectivity to SR 509, this project will reduce reliance of regional trips on South 200th Street.

## Sustainable Airport Master Plan

The Sustainable Airport Master Plan (SAMP) is the Port of Seattle's blueprint for improving the Seattle-Tacoma International Airport to meet future demand. The SAMP recommends near-term projects that will improve efficiency, safety, access to the airport, and support facilities for airlines and the airport by 2027, as well as longer-term investments to accommodate growth beyond 2027. Near term projects include a new terminal with 19 gates, and an elevated bus way with three stations to connect the rental car facility, new terminal, and main terminal. A key longer-term project is the South Airport Expressway, which will be a new two-lane roadway that would directly connect Seattle-Tacoma International Airport's roadway system to the SR 509 extension via an aerial crossing of South 188<sup>th</sup> Street near 28<sup>th</sup> Avenue South. The ultimate connection is very long-term (beyond 2035) and is expected to carry nearly a quarter of airport trips further reducing the reliance of regional trips on South 200th Street.

## Summary

The South 200th Corridor Study presents an opportunity to reexamine past planning efforts to ensure that they are consistent with existing and future conditions of the corridor. The completion of SR 509 and the 24th/28th half diamond interchange present the opportunity to reimagine the role of South 200th Street. The corridor currently has dual identities: it provides multi-modal access to the Angle Lake station and other neighborhood destinations; but it is also an important connection between regional freight and mobility corridors, like International Boulevard, Military Road, and I-5. Upcoming regional investments, like the SR 509 completion, are expected to shift regional freight trips away from South 200th Street and may provide the opportunity to realize the vision expressed in the TMP and Angle Lake District Station Area Plan to enhance the pedestrian and bicycle environment and create a more comfortable, multimodal corridor that enhances connections to transit, new development, and local businesses.



## Chapter 3

# Technical Evaluation of the Corridor





## TECHNICAL EVALUATION OF THE CORRIDOR

**The corridor was evaluated to understand how it accommodates people walking, bicycling, using transit, driving and hauling freight today, and how these conditions may change in the future. This technical evaluation lays the foundation for developing potential corridor concepts.**

This chapter describes the technical evaluation of the South 200<sup>th</sup> Street Corridor, which was conducted to understand opportunities and constraints, as well as to inform the development of corridor options that are described in the following chapter. The sections below describe the land use context for the corridor, followed by discussion of the existing environment for walking, biking, transit, driving, and moving freight, as well as how these conditions may change over time.

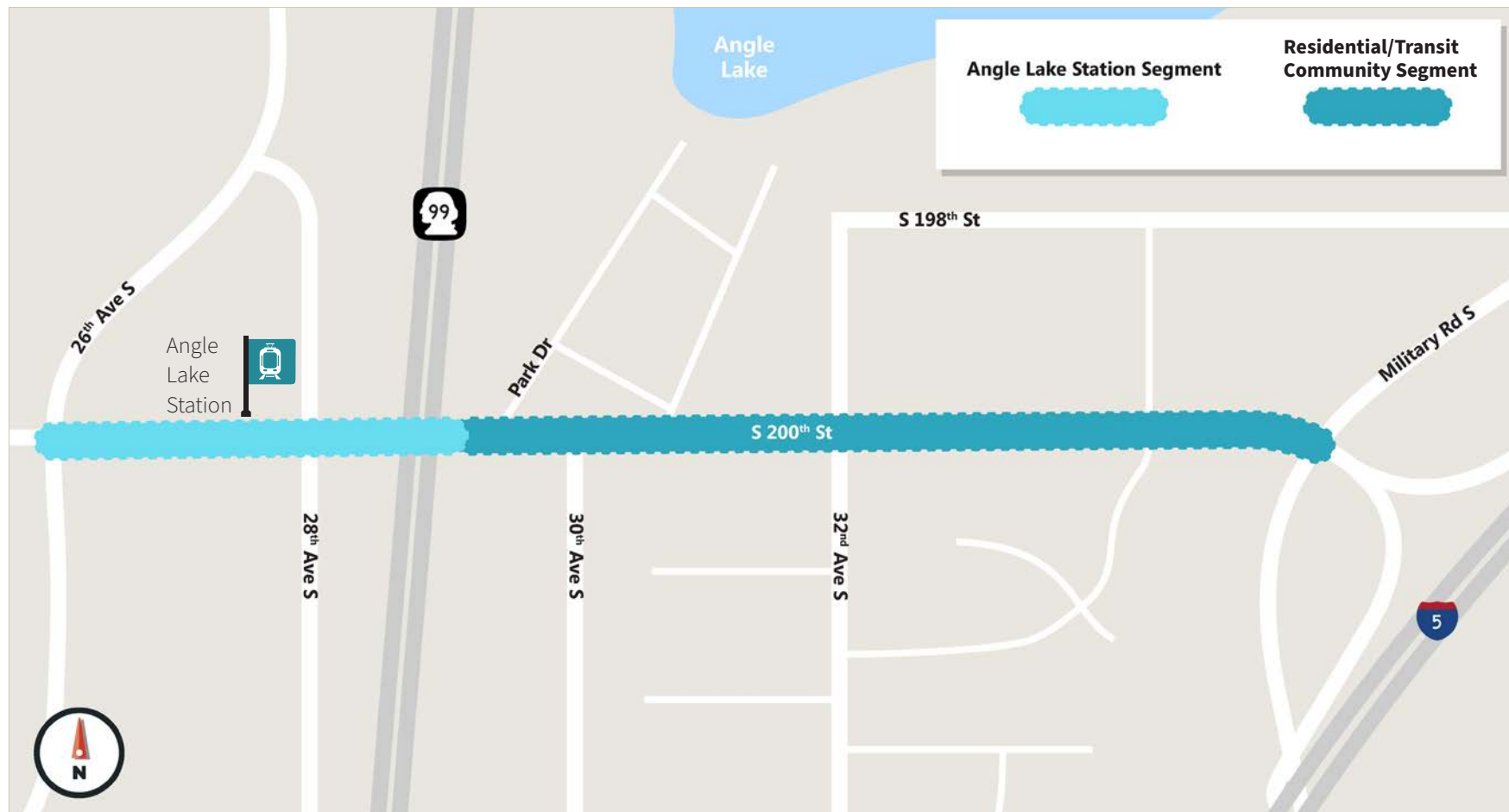
## Corridor Segments

For the purposes of describing the corridor, including its land use context and conditions for people walking and bicycling, the corridor is divided into two segments each with their own distinct characteristics (**Exhibit 5**):

- The Angle Lake Station Segment is defined as South 200<sup>th</sup> Street from 26<sup>th</sup> Avenue South to International Boulevard.
- The Residential/Transit Community Segment is defined as east of International Boulevard to Military Road South and I-5.

Conditions for other modes are described for the corridor as a whole.

### EXHIBIT 5: SOUTH 200<sup>TH</sup> STREET CORRIDOR SEGMENTS



## Land Use Context

Zoning regulations guide uses allowed on a given parcel, including density and intensity of development. For parcels surrounding the Angle Lake Station Segment, commercial uses dominate with primary zoning designations being Community Business in Urban Center (CB-C) and Regional Business Mix (RBX). Both commercial zones allow for multifamily and mixed-use development, with a ground floor retail requirement when fronting International Blvd.

East of International Boulevard, the parcels are largely zoned for residential uses, with about three-quarters of land area zoned for single family, multifamily, townhouse or other residential use ([Exhibit 6](#)).

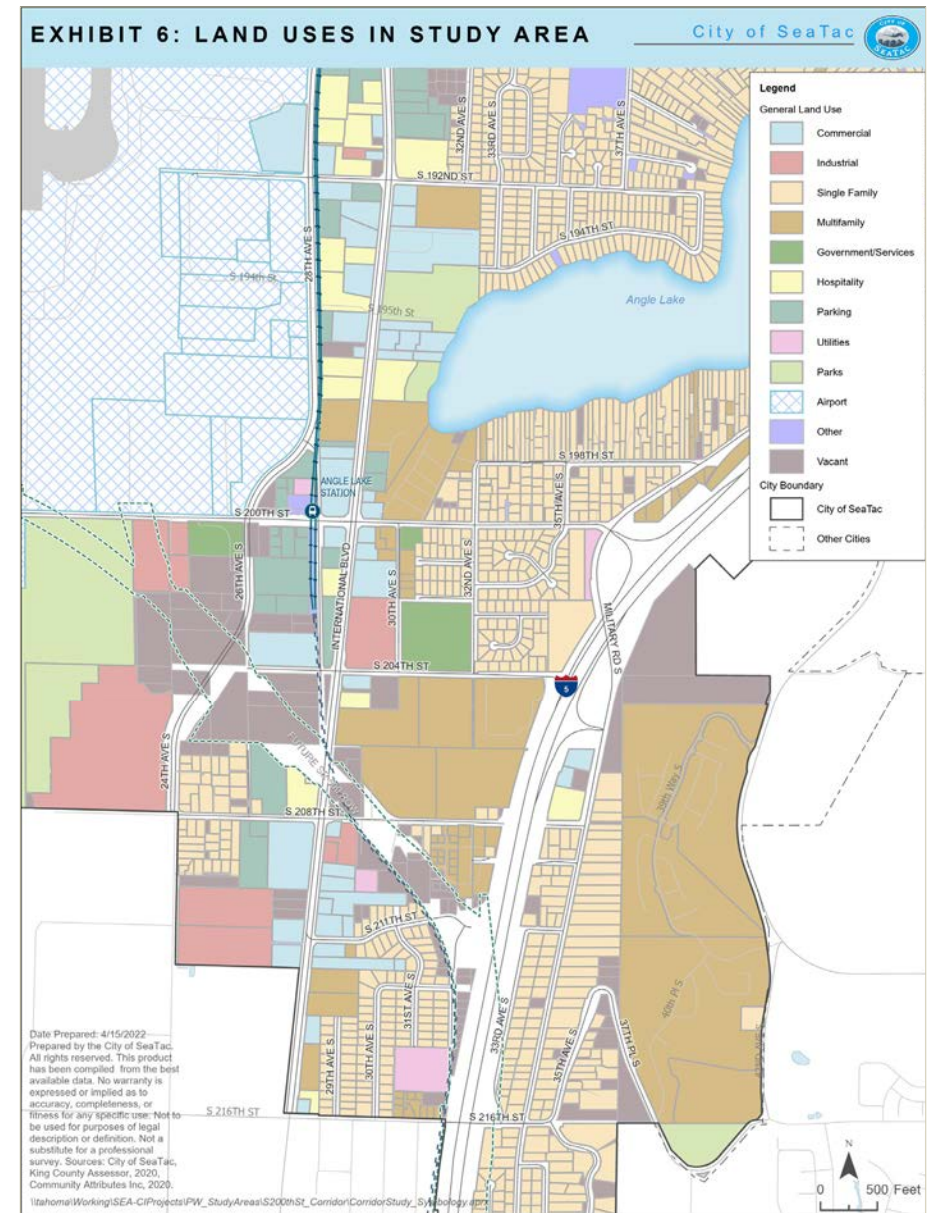
Other uses in the study area are parking (8% of land area) and government services (6% of land area), including the Puget Sound Fire Station 45 and Madrona Elementary School. Another large government use—a federal detention center—is located just outside the study area to the west.

Within the study area, nine acres

are vacant, and these areas may be available for near term redevelopment given that they do not require significant demolition to prepare for development. The Angle Lake Mobile Home Park, located at the intersection of South 200th Street & 30th Avenue South, has announced its closure and will likely redevelop to a higher intensity multifamily use in coming years. Redevelopment potential within the study area provides opportunity for a mix of uses that support transit and multimodal transportation, as envisioned by the Angle Lake District Station Area Plan.

South 200<sup>th</sup> Street is also influenced by a significant clustering of industrial uses along International Boulevard and 24th Avenue South, including the Seattle-Tacoma International Airport, its related uses, and the new Amazon Fulfillment Center, as well as regional industrial uses in Des Moines and throughout the Kent Industrial Valley. These uses, while not sited directly on the corridor, influence traffic flows and the composition of vehicles that operate on South 200<sup>th</sup> Street. Vehicle and freight operations are described in subsequent sections of this chapter.

## EXHIBIT 6: LAND USES IN STUDY AREA





## Pedestrian Environment

### Angle Lake Station Segment

Sidewalks are present along the entirety of the Angle Lake Station Segment. Sidewalks adjacent to the station are generally wider than five feet but narrow to five feet in front of the businesses between 28<sup>th</sup> Avenue South and International Boulevard, which have parking lots and landscaped areas that abut the sidewalk. This segment generally features upgraded infrastructure given recent investments that coincided with the construction of Angle Lake Station: signalized crossings with pedestrian push buttons and marked crosswalks exist at all intersections, as do textured detectable warning surfaces on all ramps and at the Angle Lake Station parking garage driveway. A bike lane buffers pedestrians from vehicle traffic.

People use sidewalks in this segment to access Angle Lake Station and RapidRide stations on International Boulevard. People may also use this segment to connect from light rail to the Des Moines Creek trail, Angle Lake Park, and nearby residential areas, including the neighborhood east of International Boulevard. One improvement the City should consider is switching the landscaped buffer to the outside of the sidewalk, to further separate pedestrians and vehicular traffic between 28<sup>th</sup> Avenue South and International Boulevard.



WIDE SIDEWALKS NEAR ANGLE LAKE STATION



NARROWED SIDEWALKS NEAR BUSINESSES WITH LANDSCAPED BUFFERS

NARROW SIDEWALKS ON RESIDENTIAL SEGMENT OF SOUTH 200<sup>TH</sup> STREETOVERGROWN VEGETATION NEAR MILITARY ROAD SOUTH/I-5/SOUTH 200<sup>TH</sup> STREET

## Residential/Transit Community Segment

South 200th Street is one of the few contiguous east-west streets in the area, so it is a key connection for residents who live on the blocks to its north and south.

Sidewalks are present along the entirety of the Residential/Transit Community Segment. Sidewalks along this segment are narrow (4-5 feet) with a two-foot landscaped buffer adjacent to the roadway. Overgrown vegetation has narrowed usable widths further in some locations, including the intersection of South 200th Street and Military Road South. The pedestrian environment along this segment can be uncomfortable due to the narrowness of the sidewalks, minimal buffering from vehicle lanes, the number of driveways, and the overall traffic speeds and volumes on South 200th Street. Large freight vehicles also create an uncomfortable pedestrian experience due to their speed, size, noise, and proximity to the sidewalk. Curb ramps exist at all intersection crossings, however detectable warning surfaces are only present at the intersection of South 200th Street and Military Road South. Crosswalks are present at both signalized intersections (32<sup>nd</sup> Avenue

South and Military Road South), but not at unsignalized minor street crossings.

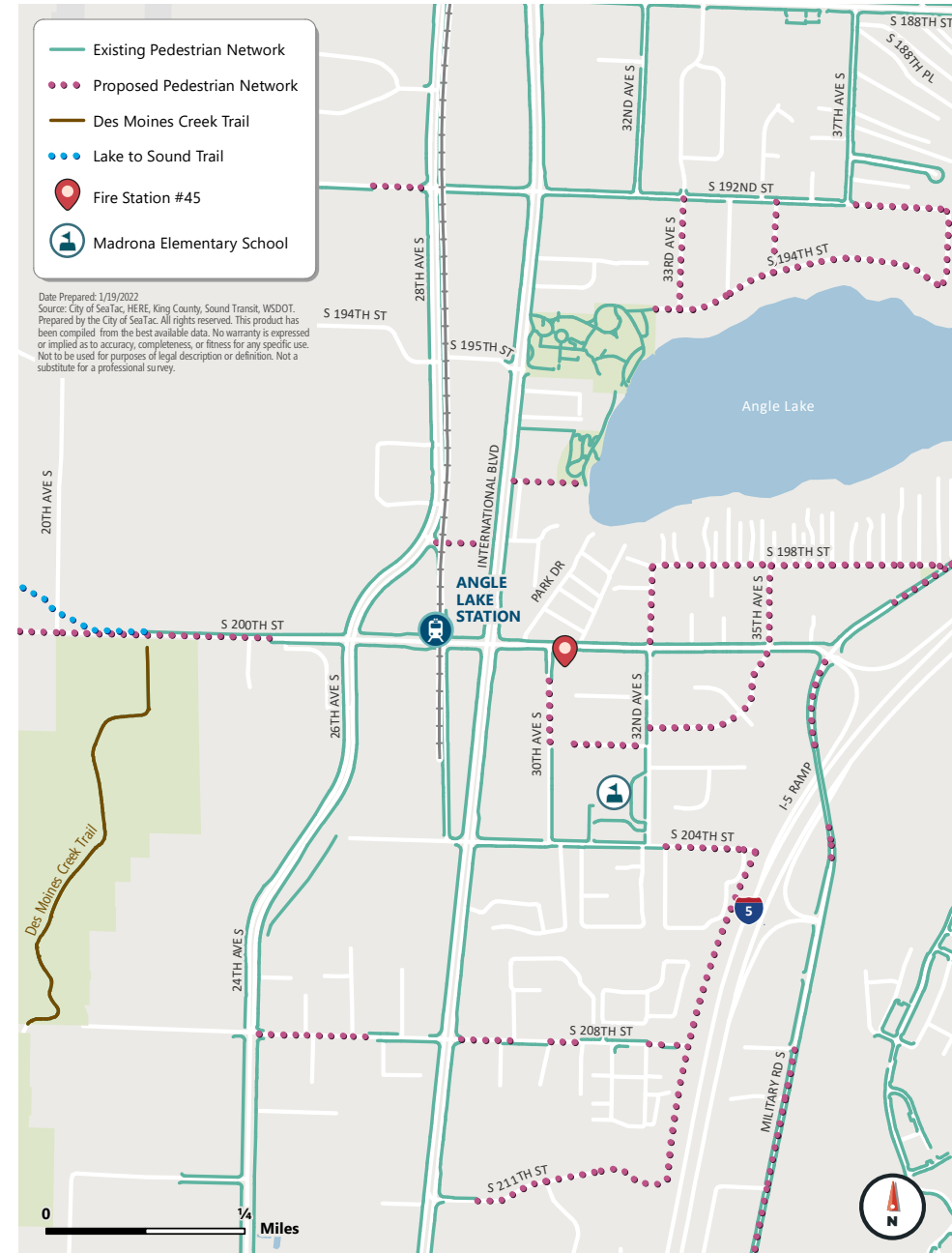
People walk along this segment of South 200th Street to pick up their mail, talk to neighbors, travel to school, as well as connect to the Angle Lake Station and bus services, including RapidRide, or access businesses near International Boulevard. 32<sup>nd</sup> Avenue South connects the corridor with other key destinations, including Madrona Elementary School (south of the corridor) and Angle Lake Park (to the north).

To address existing sidewalks that feel unsafe, the City should consider widening sidewalks and adding a more robust buffer between pedestrians and motor vehicles. The City should also consider upgrading sidewalks so that they are ADA compliant, as identified in the City's ADA Transition Plan. These improvements would allow people to travel more comfortably around the neighborhood on foot.

## Future Pedestrian Environment

There are several planned pedestrian improvements that will improve pedestrian connectivity in the area. The Pedestrian System Plan in SeaTac's Transportation Master Plan identifies several projects (some not yet funded) that will improve pedestrian connectivity in the area. These planned improvements include filling sidewalk gaps and adding new trail connections (**Exhibit 7**). The Lake to Sound Trail extension is expected to be complete in 2022, with its southern terminus connecting to the Des Moines Creek Trail on South 200<sup>th</sup> Street.

## EXHIBIT 7: EXISTING & PROPOSED PEDESTRIAN NETWORK





## Bicycle Environment

### Angle Lake Station Segment

As shown on [Exhibit 8](#) (following page), a bike lane exists along the entirety of the Angle Lake Segment from International Boulevard to 26<sup>th</sup> Avenue South. On the south side of South 200<sup>th</sup> Street, an eastbound bike lane extends from the Des Moines Creek Trail to International Boulevard. Heading westbound, people on bikes must share the lane with vehicle traffic on the north side of South 200<sup>th</sup> Street between 26<sup>th</sup> Avenue South and the Des Moines Creek trail. Because of the downward grade in this direction, cyclists can generally move at the speed of traffic when connecting to the trail. Despite the presence of intermittent bike lanes, it should be noted that this portion of the corridor still presents a high-stress environment for many cyclists due to lack of dedicated facilities, buffering from vehicle traffic, and conflicts with driveways and bus stops.

The 200<sup>th</sup> Street corridor connects to points south via bike lanes along 24<sup>th</sup>/26<sup>th</sup> Avenue South (which extend to 216<sup>th</sup> Street South) and via the Des Moines Creek trail (which connects to Des Moines Beach Park). Other than those two southern connections, there are no contiguous north-south or east-west bicycle facilities. Angle Lake Station has bicycle cages, lockers, and racks for cyclists connecting to light rail.



BIKE LANE ON SOUTH 200<sup>TH</sup> STREET FACING WEST TOWARDS ANGLE LAKE STATION

### Residential/Transit Community Segment

No formal bicycle facilities exist on the Residential/Transit Community Segment of the corridor. This segment of South 200<sup>th</sup> Street is characterized by high vehicle speeds and volumes, which would not provide a comfortable shared-roadway experience for cyclists connecting to the bike facilities west of International Boulevard. To address cyclists'

needs, the City's TMP proposed adding bike lanes on this segment of South 200<sup>th</sup> Street. The City is considering a range of traffic calming measures for South 200<sup>th</sup> Street, as part of this study, to ensure that the cycling environment on this segment is both comfortable and safe.

## EXHIBIT 8: EXISTING & PROPOSED BICYCLE NETWORK

[illegible]

## Transit Conditions

The South 200<sup>th</sup> Street corridor is served by three transit routes ([Exhibit 9](#)).

### EXHIBIT 9: EXISTING TRANSIT ROUTES

Route	Agency	Description	Span	Frequency
Link Light Rail	Sound Transit	Angle Lake to University of Washington	All Day	Peak: 7 minutes Off Peak: 15 minutes
RapidRide A Line	King County Metro	Federal Way TC to Tukwila International Boulevard Station	All Day	All Day: 10 minutes
Route 635	King County Metro	Angle Lake Station to the Des Moines Marina Station	5 AM - 7 PM	Peak: 15 minutes Off Peak: 30 minutes

As of today, the Angle Lake Station is the southernmost terminus of the Link Light Rail system. Angle Lake Station is an elevated platform that is served by a 1,160-space parking garage, a pedestrian plaza, and a vacant retail space that will likely be occupied in the upcoming years. In 2019, the Link Light Rail system had 80,900 average weekday boardings, with 4,350 boardings at Angle Lake Station.

RapidRide A Line serves the 200<sup>th</sup> Street Corridor, with far side stations on International Boulevard, just north and south of South 200<sup>th</sup> Street. RapidRide A Line Stations consist of bus shelters, electronic signage, and off-board payment. The southbound RapidRide A line travels in a dedicated HOV lane beginning at South 200<sup>th</sup> Street. In 2019, the average daily boardings for RapidRide A line were 10,300, with 745 of those boardings occurring at the stops at International Boulevard/South 200<sup>th</sup> Street 7. Route 635 is a Community Shuttle, with 90 daily riders that provides service between Angle Lake Station and the Des Moines Marina District 8. A bus bay exists at Angle Lake Station on the north side of South 200<sup>th</sup> Street. Transit routes and stops near South 200<sup>th</sup> Street are shown in [Exhibit 10](#). Both the RapidRide A Line and Link Light Rail provide South 200<sup>th</sup> Street with valuable regional transit connections that are frequent and reliable.



NORTHBOUND RAPIDRIDE A LINE STATION AT INTERNATIONAL BOULEVARD SOUTH 200<sup>TH</sup> STREET



ROUTE 635 BUS BAY AT ANGLE LAKE STATION



## Future Transit

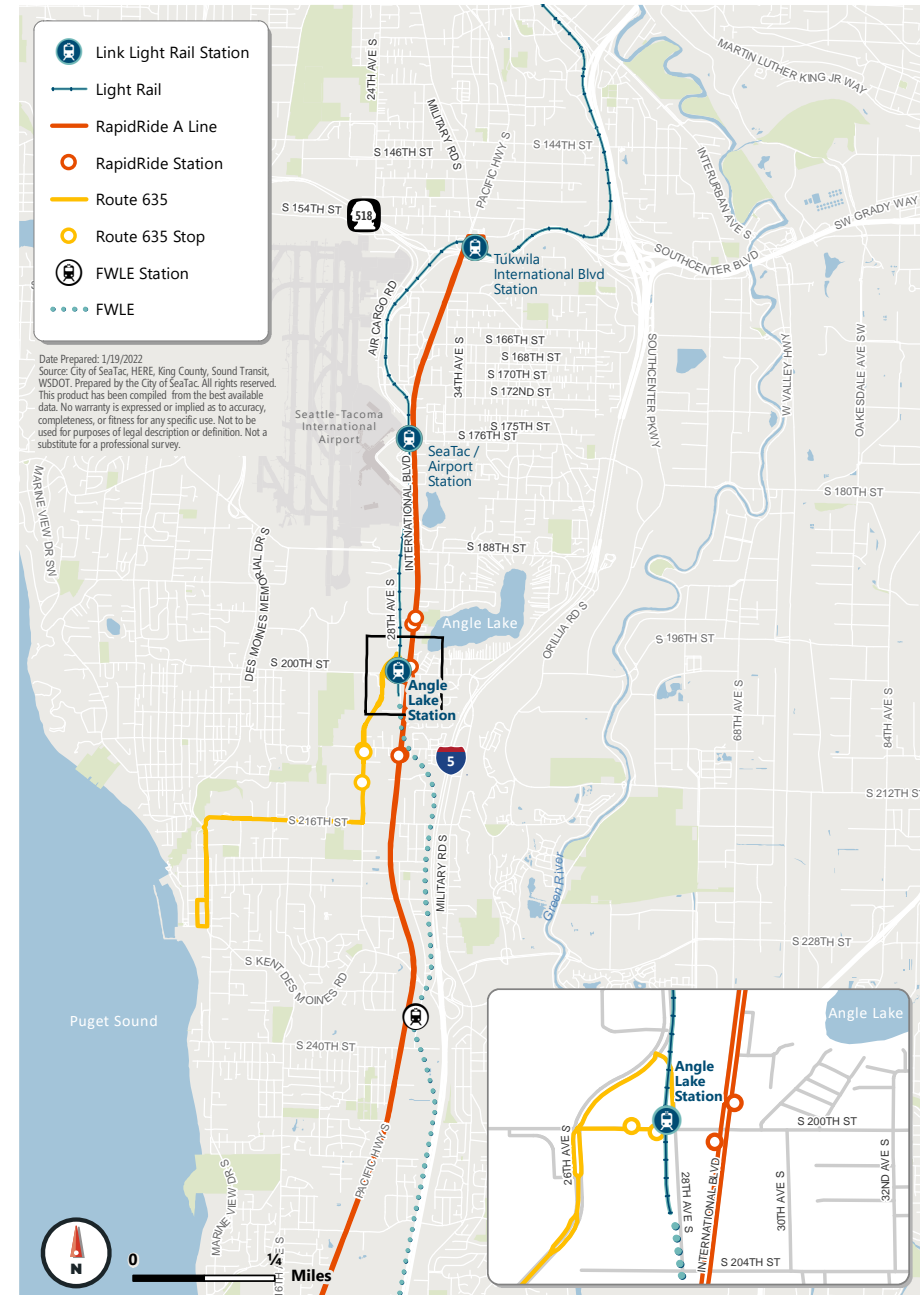
The Federal Way Link Extension will begin operations in 2024, providing a southerly light rail connection to three new stations: Kent/Des Moines, South 272<sup>nd</sup> Street, and Federal Way Transit Center. Federal Way Link Extension is projected to have a daily ridership of 29,000 – 34,000.

King County Metro's long-range transit plan, METRO CONNECTS, considered a new local bus route serving South 200<sup>th</sup> Street that would connect from Normandy Park to the Rainier Beach light rail station by 2040. It is unclear whether this route will ultimately be implemented, but the new route could travel along South 200<sup>th</sup> Street, expanding mobility options for residents.

## Parking

Angle Lake Station has an elevated parking structure that can accommodate 1,160 vehicles. As of 2019, the parking garage was fully occupied on most weekdays, usually full by 7:30 AM. There are Pick-Up/Drop-Off locations on 28<sup>th</sup> Avenue South and at the Route 635 bus bay south of Angle Lake Station. There is no on-street parking on South 200<sup>th</sup> Street. On-street parking is generally available on the side streets off of South 200<sup>th</sup> Street.

## EXHIBIT 10: EXISTING TRANSIT ROUTES & FUTURE FEDERAL WAY LINK EXTENSION (FWLE)



## Vehicle Operations

The South 200<sup>th</sup> Street Corridor has four signalized intersections:

- 28<sup>th</sup> Avenue South/South 200<sup>th</sup> Street
- International Boulevard/South 200<sup>th</sup> Street
- 32<sup>nd</sup> Avenue South/ South 200<sup>th</sup> Street
- Military Road South/I-5 ramps/South 200<sup>th</sup> Street

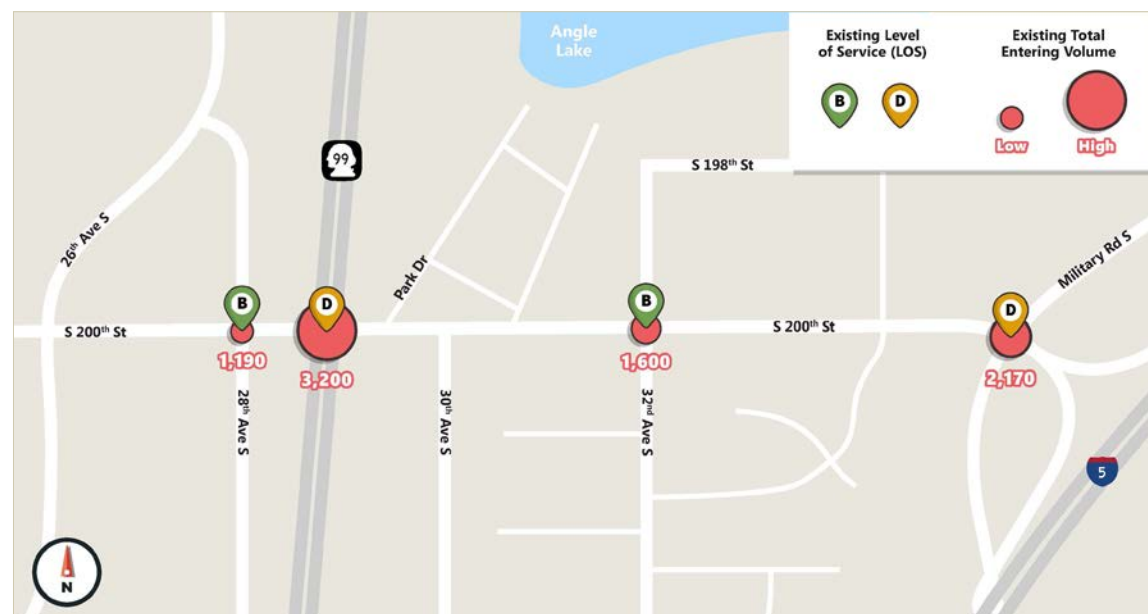
The posted speed limit along the South 200<sup>th</sup> Street corridor is 25 mph, however, observations suggest that vehicles frequently travel faster than the posted speed. The International Boulevard/South 200<sup>th</sup> Street intersection sees the highest volumes during PM peak period, although this is largely driven by the high volume of southbound traffic on International Boulevard (**Exhibit 11**).

In the PM peak period, eastbound volumes range from 450-1,050 vehicles per hour with volumes highest in the eastern portion of the corridor as vehicles approach the intersection of Military Road South/I-5 ramps, since I-5 attracts a higher level of regional traffic and freight movement.

While the Military Road South/I-5 ramps intersection overall has acceptable (LOS D) operations during the PM peak hour, the eastbound movement accessing the freeway is often backed up with queues extending back towards 32<sup>nd</sup> Avenue South. Both the City and WSDOT have made recent investments at this intersection to improve operations. These include installation of flexible bollards between the eastbound through and right turn lanes to prevent last minute merging given the lengthy queue waiting to access the I-5 southbound ramp, and a ramp meter on the I-5 on-ramp to control the flow of traffic entering I-5 south.

Overall, the speed and volume of traffic along South 200<sup>th</sup> Street are concerns for residents, since their property is directly adjacent to the roadway and they experience the negative impacts of traffic, in terms of damaged mailboxes and signs, noise, discomfort, difficulty backing out of their driveways, and crossing the street.

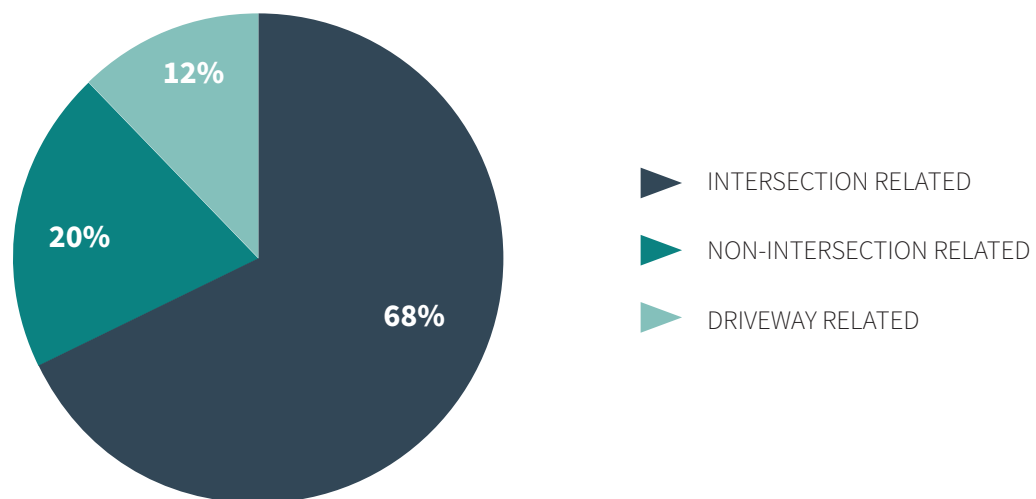
**EXHIBIT 11: TOTAL ENTERING VOLUME & INTERSECTION DELAY AT SIGNALIZED INTERSECTIONS, PM PEAK HOUR**



## Collisions

The location and severity of collisions occurring on South 200<sup>th</sup> Street were analyzed using 2017-2019 WSDOT data. During the three-year period, there were 162 collisions on or near the South 200<sup>th</sup> Street corridor. Of those collisions, 13 (8%) were minor injury and 2 (1%) were serious injury. There were no fatalities reported along the corridor. Nearly two-thirds of crashes on South 200<sup>th</sup> Street were intersection related ([Exhibit 12](#)), with hotspots at International Boulevard and Military Road South/I-5 ramps. Driveways also present a safety issue for the corridor. Driveways connect directly onto South 200<sup>th</sup> Street, which not only affects mobility and pedestrian safety but is also concern for drivers accessing residences and businesses. Data show that twelve percent of collisions along the corridor are driveway related.

**EXHIBIT 12: TYPES OF COLLISIONS NEAR SOUTH 200<sup>TH</sup> STREET CORRIDOR**





## Freight

The South 200th Street corridor sits at the hub of regional freight activities – connecting major regional routes like International Boulevard, Military Road South, and I-5. Industrial uses west of International Boulevard generate freight trips that involve vehicles of all sizes – from smaller box trucks to semi-trucks. Many of these trips appear to use South 200th Street to travel to and from I-5, resulting in a level of freight movement currently observed east of 30th Avenue South that is in stark contrast with the residential nature of this portion of the corridor. Planning for the future of the South 200th Street will depend heavily on the ability of regional transportation projects, like the SR 509 Completion Project, to divert vehicle and freight movement away from the corridor.

Exhibit 6, earlier in this chapter, shows where industrial uses are located, including concentrations along International Boulevard and 24th Avenue South.



FREIGHT ON SOUTH 200<sup>TH</sup> STREET LOOKING EAST TOWARD I-5

## Future Travel Trends

Development in the Angle Lake District, regional growth, and planned infrastructure combine to create a very different future for the South 200<sup>th</sup> Street Corridor.

## Land Use Trends

From the land use side, many of the parcels near South 200<sup>th</sup> Street and International Boulevard could be redeveloped, and the Angle Lake Station Area will likely build out similarly to other, more mature light rail station areas throughout the region. There are already multifamily unit proposals in the pipeline (i.e., undergoing permitting and entitlements) and landowners indicate interest in building several hundred more units in the next five years. This trend is supported by the recent closure of the Angle Lake Mobile Home Park.

Beyond the known and anticipated multifamily deliveries, there are other lands that are currently being held for later development. Densification of some of the low-rise walkup apartments in and around the Angle Lake Station Area is also expected in the coming years.

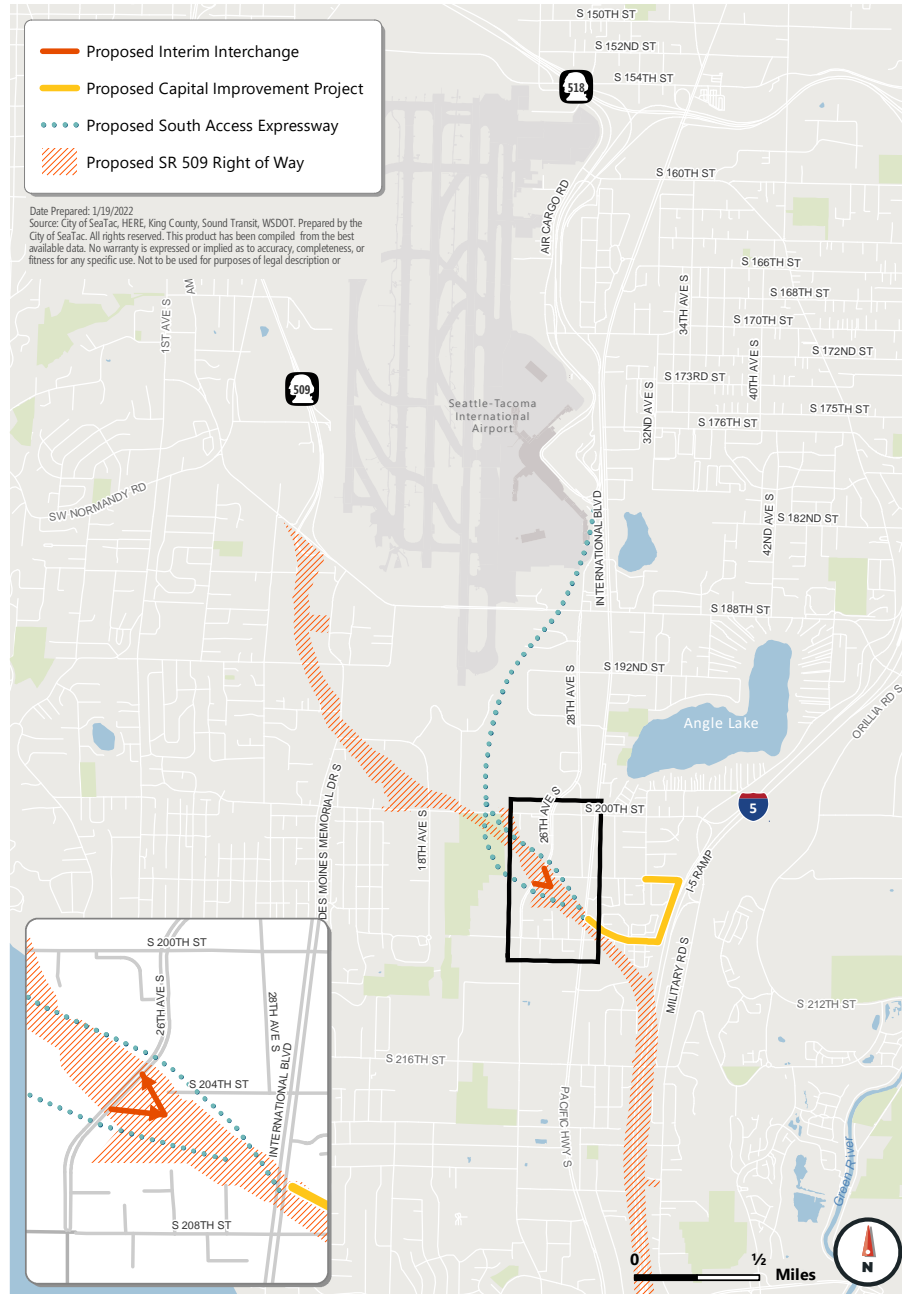
Total long term multifamily development in the immediate vicinity of South 200<sup>th</sup> Street could exceed 2,000 units. In addition, many of the developments are likely to include retail on the ground floor of mixed-use structures, or on sites planned as part of a larger mixed-use development.

Moreover, it is expected that industrial growth west of International Boulevard, in the vicinity of the Seattle-Tacoma International Airport, and throughout the Kent Industrial Valley will continue between now and 2040.



LAND USE DEVELOPMENT PROPOSAL ALONG SOUTH 200TH STREET

## EXHIBIT 13: PROPOSED SR509 RIGHT-OF-WAY, INTERIM ACCESS RAMPS, CAPITAL IMPROVEMENTS, & SOUTH ACCESS EXPRESSWAY



### Infrastructure Influences

The SR 509 Completion Project will extend SR 509 from where it currently ends at South 188th Street to I-5 near Tukwila. A new half-diamond interchange will be built at 24th/26th Avenue South, providing a southbound on-ramp and a northbound off-ramp to and from the new SR 509 (**Exhibit 13**). The interchange will help facilitate a new interim access point to Seattle-Tacoma International Airport from the south until the Port of Seattle's full vision for a South Airport Expressway is realized. The SR 509 Completion Project will enhance the freight network between industrial sites, the airport, and I-5, and is anticipated to reduce the reliance of regional traffic on local roadways, like South 200th Street. The expansion of SR 509 will provide a higher capacity—albeit tolled—alternate to South 200th Street for vehicles and freight connecting to I-5.

The City has completed construction of the project connecting 24th Avenue South to 28th Avenue South, with SR 509 expansion and the new ramps at 24th Avenue South slated for completion in 2028. The Port of Seattle's South Airport Expressway is a long-term project that will ultimately construct a grade separated expressway connecting the new portion of SR 509 directly to Seattle-Tacoma International Airport. To accommodate the SR 509 expansion, South 208th Street will no longer directly connect to International Boulevard. A new roadway segment will be built at South 206th Street to restore the connection of South 208th Street and the surrounding neighborhood to International Boulevard. The new segment will connect to South 204th Street via a new segment of 34th Avenue South that will be built between South 204th and South 208th Streets along I-5 right-of-way.



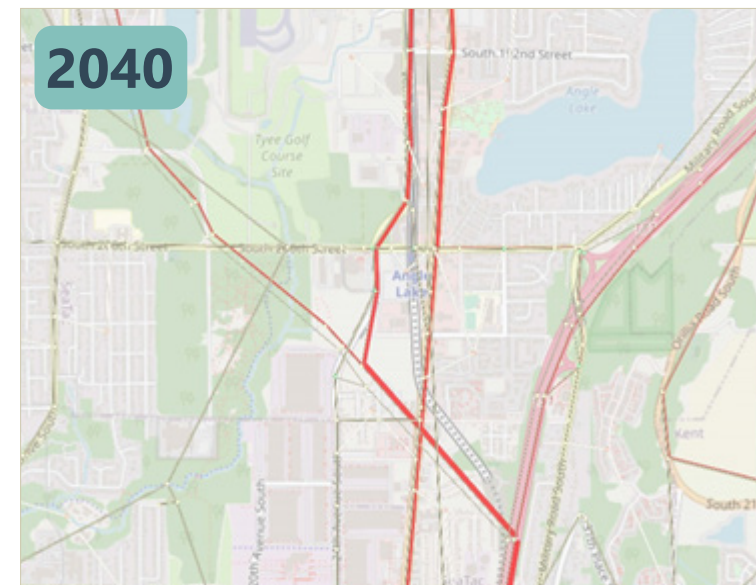
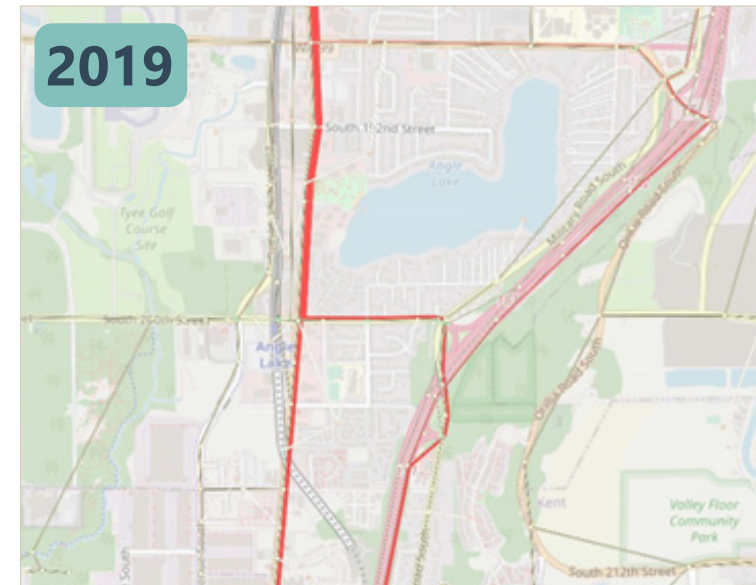
## Future Use of 200<sup>th</sup> Street and Implications

Completion of the SR 509 project presents an opportunity to consider the role of South 200<sup>th</sup> Street differently. As part of this analysis, the base (2014) and future year (2040) PSRC regional models were used to analyze potential changes in volumes on South 200<sup>th</sup> Street, in light of the anticipated land use development described on page 29 and infrastructure improvements, like SR 509 completion, tolling, and the Federal Way Link Extension. While travel modeling does not suggest that traffic volumes will go down between now and 2040, the user profile of South 200<sup>th</sup> Street is expected to change: there will be more local trips, especially with higher density development in the Angle Lake District, but fewer regional trips relying on South 200<sup>th</sup> Street to access I-5 or the Seattle-Tacoma International Airport (**Exhibit 14**).

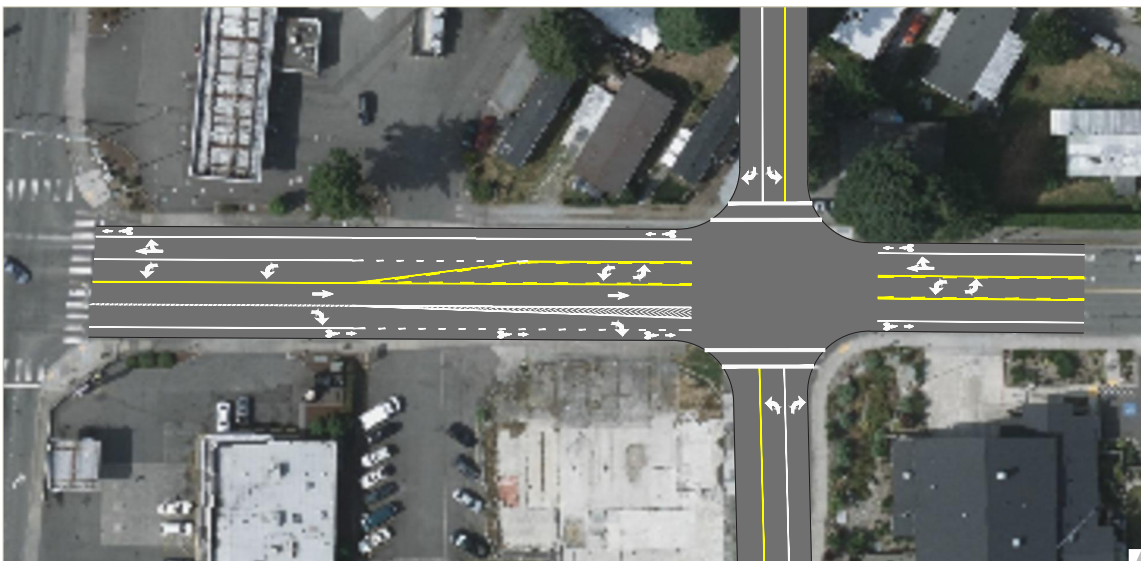
The travel modeling performed provides the following key highlights:

- Volumes today and projected for 2040 do not support a full road diet, as recommended in the TMP.
- Completion of SR 509 removes regional trips, especially freight, from South 200<sup>th</sup> Street, but land use development in the area is expected to backfill those trips.
- Volumes increase slightly in the future (with the assumption that SR 509 is tolled and other roadways in the area are not).
- The delays experienced along the corridor are related to intersection bottlenecks and limited capacity on the I-5 southbound ramp, not through capacity along South 200<sup>th</sup> Street. Thus, there may be an opportunity to repurpose some right of way to creating a better environment for walking, biking, and aesthetics, so long as intersection capacity is maintained.

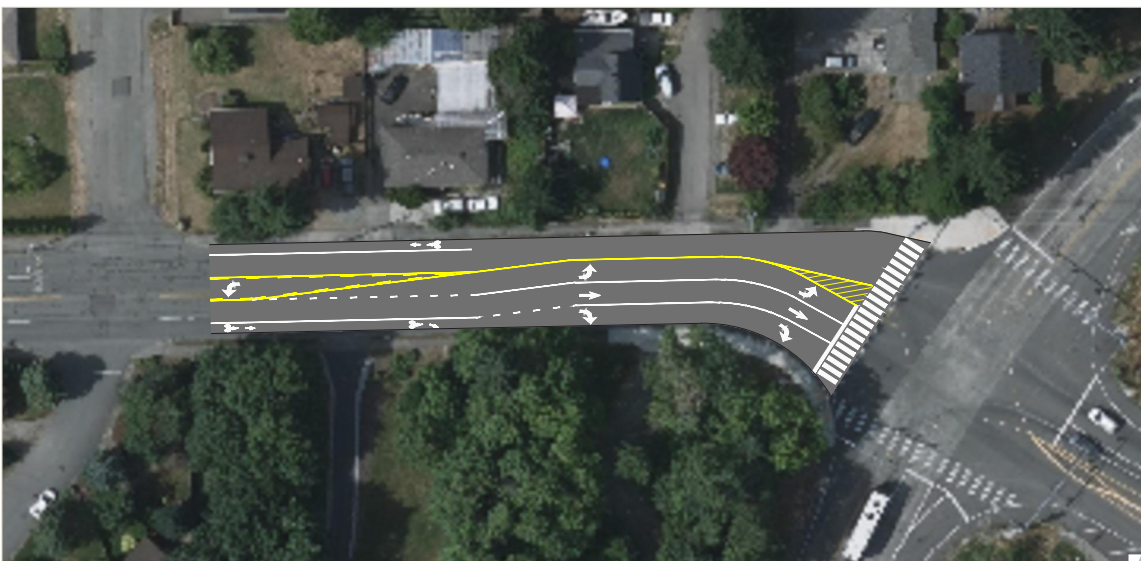
## EXHIBIT 14: DISTRIBUTION OF SEATTLE-TACOMA INTERNATIONAL AIRPORT TRIPS (2019 VS. 2040) AS ESTIMATED BY THE PRSC REGIONAL TRAVEL MODEL



## EXHIBIT 15: LANE DROP AT 30<sup>TH</sup> AVENUE SOUTH TO MAKE ROOM FOR BICYCLE & PEDESTRIAN FACILITIES



## EXHIBIT 16: TRANSITION FROM THREE-LANE CROSS-SECTION TO EXISTING CROSS SECTION AT MILITARY ROAD SOUTH



With these observations in mind, the project team evaluated a ‘Hybrid’ Road Diet Option that includes a lane drop between 30th and 35th, but maintains current lane capacity at the International Boulevard and Military Road intersections at either end of the corridor (**Exhibit 15 & Exhibit 16**). The project team modeled intersection delay expected by 2040 with this ‘Hybrid’ Road Diet against the current cross-section of South 200<sup>th</sup> Street (**Exhibit 17**).

**Regarding intersection delay, there is no silver bullet.** Delays exist on the corridor today and will be present in the future. The real question is whether the public right-of-way is being used to its highest and best purpose. Are all of the travel lanes effective in moving vehicles? Or, are there ways that some of this space could be repurposed to achieve other community goals, such as enhanced safety and comfort for people walking or bicycling, better facilitating turning movements and property access, and/or improving corridor aesthetics? Providing for these needs could be achieved through right-of-way reallocation or by expanding the public right-of-way to make room for some of these other considerations. Any corridor wide recommendations would need to be paired with intersection-specific treatments to enhance bicycle and pedestrian safety.

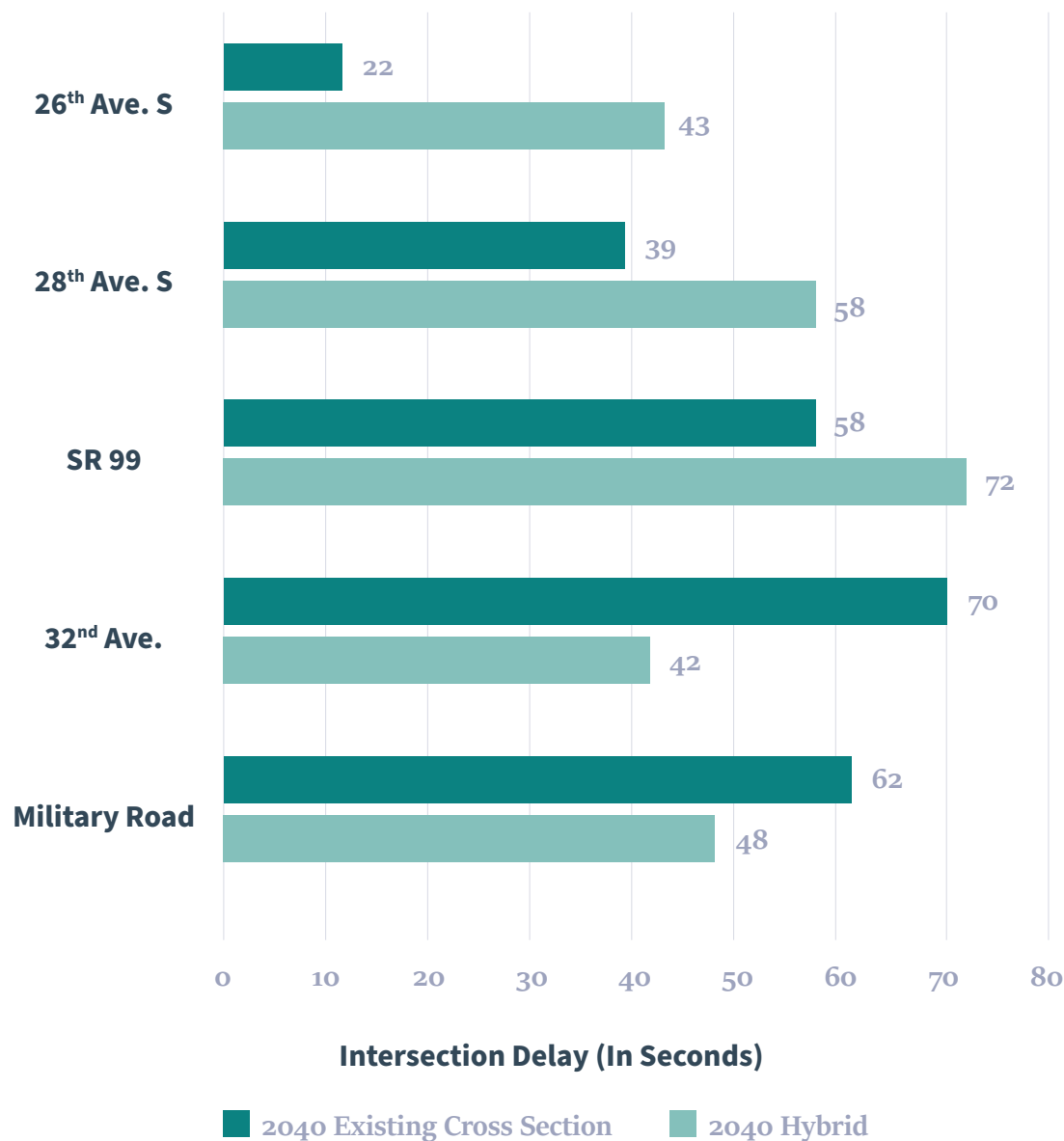
## Future Opportunities & Challenges

The South 200<sup>th</sup> Corridor Study presents an opportunity to reexamine past planning efforts to ensure that they are consistent with existing and future conditions on the corridor. The completion of SR 509 and the expansion of light rail to Federal Way present the opportunity to reimagine the South 200<sup>th</sup> Street corridor. The South 200<sup>th</sup> Street corridor currently has multiple identities: it is a multi-modal connection for the Angle Lake station area and extended transit community, it serves as the backbone for a residential neighborhood, with single family homes that directly access the corridor; and is also an important connection between regional freight and mobility corridors, like International Boulevard, Military Road, and I-5.

Upcoming regional investments, like the SR 509 completion, are expected to change the dynamic of traffic along South 200<sup>th</sup> Street and may provide the opportunity to enhance the pedestrian and bicycle environment and create a more comfortable, multimodal corridor that enhances connections to transit, new development, and local businesses. Potential challenges include limited right-of-way and existing housing concerns, specifically the proximity of single-family homes to the South 200<sup>th</sup> Street corridor.

Chapter 4 describes the process used to develop discrete corridor options that respond to the built environment and transportation conditions described here. This chapter also describes community and stakeholder feedback gathered in evaluating these options.

**EXHIBIT 17: AVERAGE PM PEAK HOUR DELAY AT INTERSECTIONS (EXISTING CROSS-SECTION VS. HYBRID CROSS-SECTION)**





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## Chapter 4

# Corridor Options Development & Evaluation Process



## CORRIDOR OPTIONS DEVELOPMENT & EVALUATION PROCESS

**Three corridor options were considered for South 200<sup>th</sup> Street. This chapter describes the options, how they were evaluated, and the feedback received from the community and stakeholders.**

This study began with an understanding that South 200<sup>th</sup> Street, in its current configuration, doesn't well serve the community. The City of SeaTac decided to fund the study based on negative feedback from neighbors that the corridor doesn't function well, in terms of congestion, damaged mailboxes, and a poor pedestrian environment and indications from recent planning documents (TMP, Angle Lake District Station Area Plan) that a better future is possible.

## Initial Community & Stakeholder Input

To get a better sense of how the community experiences the corridor today, the project team conducted the first phase of outreach in February through March 2021. This outreach step invited the community to participate in an online mapping tool to share their thoughts about how the corridor operates today. The mapping tool was available in both English and Spanish on the project website

and promoted via the City's social media presence, routine email communications, a physical postcard sent to addresses in the vicinity of the corridor, and ten yard signs placed along South 200<sup>th</sup> Street.

Over 60 comments were received through this outreach and key themes included:

- Speed and noise of traffic is a concern
- Heavy freight traffic impacts the 'feel' of South 200<sup>th</sup> Street
- Difficult time turning left from South 200<sup>th</sup>

Street onto side streets

- Pedestrian safety is a concern along the corridor, specifically related to accessing Madrona Elementary School
- Narrow sidewalks and lack of bike lanes make the corridor uncomfortable for people walking or biking
- There is limited lighting, which is a particular concern in the dark winter months
- Jay walking by pedestrians across 200<sup>th</sup> Street in the vicinity of Angle Lake Station
- Concerns about how corridor options will affect congestion and how changes can be made while respecting private property
- Questions about development (Sound Transit parcel, retail space at Angle Lake Station, concerns about Mobile Home Park, storage facility)
- Specific challenges experienced at the South 200<sup>th</sup> Street intersection with I-5 and Military Road, including trouble turning, queuing, confusing intersection, illegal movements on the shoulder

A full summary of survey comments received during this initial phase of outreach is included in **Appendix A.**

To supplement this community input, the project team also engaged with several corridor stakeholders, including King County Metro, Sound Transit, WSDOT, the Port of Seattle, Amazon, the Fire Department, and the Police Department. These interviews were geared towards understanding specific needs along the corridor experienced by service providers.



YARD SIGN ALONG SOUTH 200TH STREET DURING PHASE 2 OUTREACH

## Corridor Options Developed

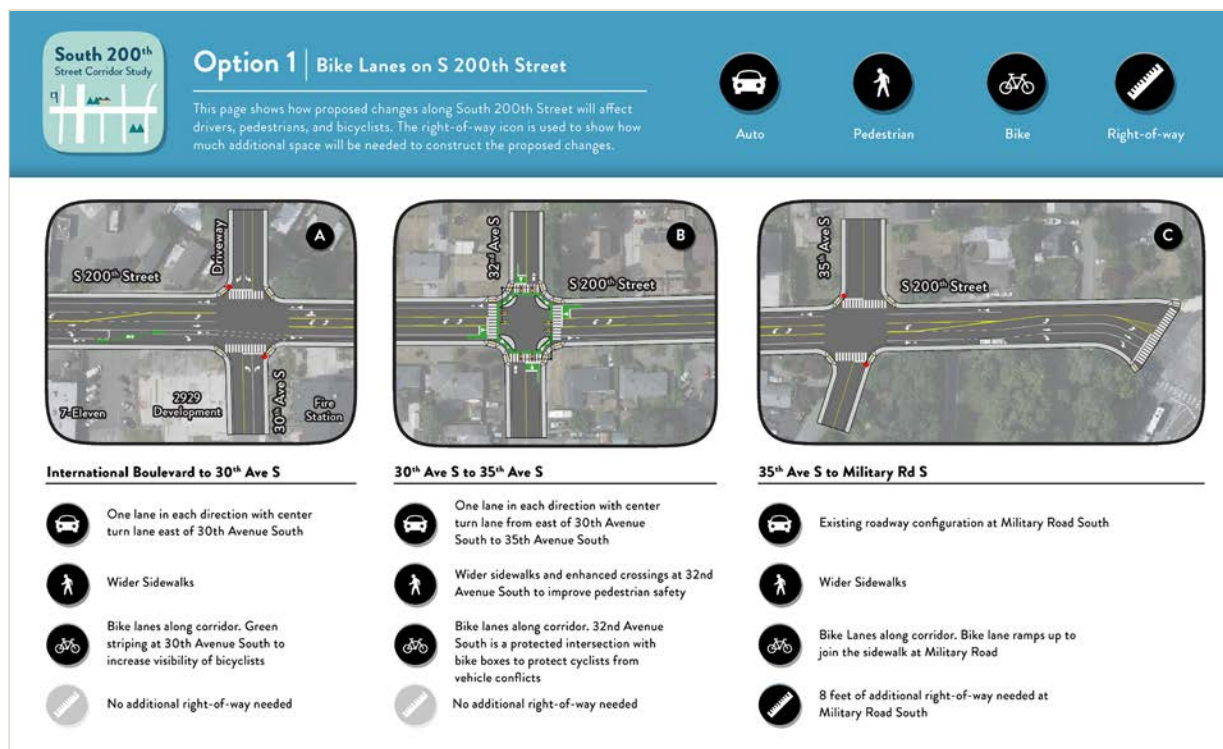
In response to the community and stakeholder input, as well as technical evaluation described in the previous chapter, three corridor options were developed for South 200<sup>th</sup> Street:

- **OPTION 1:** Bike lanes and wider sidewalks on South 200<sup>th</sup> Street
- **OPTION 2:** Wider sidewalks on South 200<sup>th</sup> Street and nearby bike improvements
- **OPTION 3:** Full capacity with complete streets

Each of these options is presented in more detail in the following pages. The project team performed a high-level screening of each concept based on the following criteria:

- **CONDITIONS FOR DRIVING:** Compared traffic operations relative to a no action scenario and considered changes in vehicle lanes.
- **PEDESTRIAN ENVIRONMENT:** Considered the quality of the pedestrian environment, including sidewalk width, buffering from vehicle traffic, and whether street-crossings would be more protected.

- **BICYCLING ENVIRONMENT:** Considered the quality of the environment for cycling both along South 200<sup>th</sup> Street and off-corridor.
- **RIGHT-OF-WAY IMPLICATIONS:** Considered whether the option would require right-of-way beyond the back of sidewalk, in the current roadway configuration.



EXAMPLE FACTSHEET SHOWING CORRIDOR EVALUATION, SEE APPENDIX B FOR MORE DETAILS



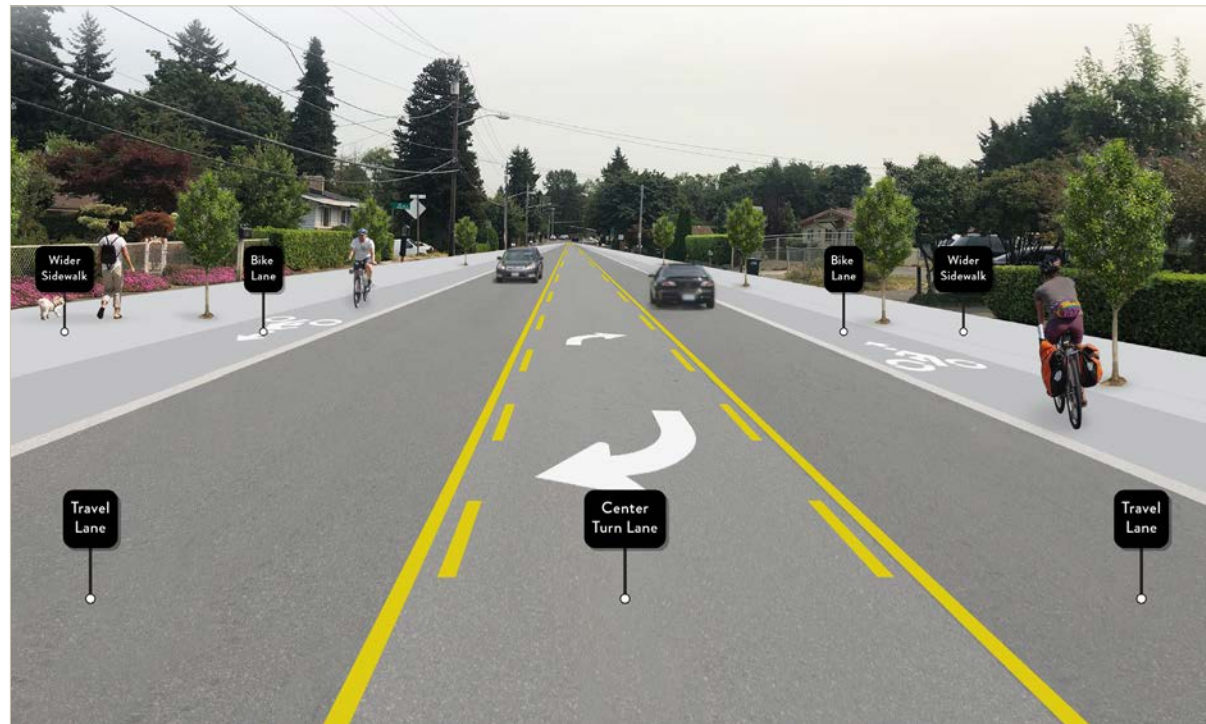
## Corridor Option 1 – Bike Lanes and Wider Sidewalks on South 200<sup>th</sup> Street

Corridor Option 1, shown in [Exhibit 18](#), provides bicycle and pedestrian accommodations on South 200<sup>th</sup> Street and proposes reclassifying the corridor as a local neighborhood street that does not serve as a major freight route. This option proposes a ‘hybrid’ configuration (see description on page 32) that shifts some vehicle lane capacity to pedestrian and bike facilities along South 200<sup>th</sup> Street but maintains the current vehicle lane configurations near International Boulevard and Military Road South, where the current capacity is needed. Thirty feet of right-of-way would also be dedicated to South 200<sup>th</sup> Street near International Boulevard, a result of the proposed 2929 development and the redevelopment of the Angle Lake Mobile Home Park.

### INTERNATIONAL BOULEVARD TO 30<sup>TH</sup> AVENUE SOUTH

**SOUTH:** Current vehicle lane configurations are maintained, but the proposed redevelopments of the adjacent properties provide additional right-of-way for enhanced bicycle facilities and sidewalk improvements through this portion of the corridor. There is potential for further bicycle safety improvements near 30<sup>th</sup> Avenue South, such as a raised bike lane or shared path.

## EXHIBIT 18: PHOTO RENDERING OF OPTION 1



### 30<sup>TH</sup> AVENUE SOUTH TO 35<sup>TH</sup> AVENUE SOUTH:

South 200<sup>th</sup> Street would transition to one lane in each direction with a center turn lane. On-street bicycle facilities and pedestrian improvements are implementable with minimal right-of-way taking because of the additional right-of-way gained from the lane reduction between 30<sup>th</sup> Avenue South and 35<sup>th</sup> Avenue South.

### 35<sup>TH</sup> AVENUE SOUTH TO MILITARY ROAD:

To maintain needed capacity, the current lane configurations would be maintained. Due to right-of-way constraints near the Military Road South/I-5 intersection, bike facilities would transition from on-street painted lanes to the sidewalk, creating a shared facility with pedestrians.

More details about this option, including how it would perform relative to conditions for driving, walking, bicycle, and right-of-way needs are presented in [Appendix B](#).



## Corridor Option 2 – Wider Sidewalks on South 200<sup>th</sup> Street and Nearby Bike Improvements

Corridor Option 2, shown in [Exhibit 19](#), provides enhanced pedestrian facilities on South 200<sup>th</sup> Street, while reclassifying the corridor as a local neighborhood street that does not serve as a major freight route. Corridor Option 2 maintains the same ‘Hybrid’ road diet cross-section as Option 1, however bicycle facilities are proposed off-corridor. Corridor Option 2 is pedestrian-focused and provides more right-of-way for enhanced on-street pedestrian improvements such as amenity zones, landscaped buffers, and curb extensions. Moving the bicycle facilities off corridor reduces the right-of-way constraints near the intersection of Military Road South/I-5.

Off-street bicycle facilities ([Exhibit 20](#)) are proposed on South 198<sup>th</sup> Street from Military Road South to 32nd Avenue South. Treatments are envisioned to be minimal (painted “sharrows” on the road), given the low traffic volumes and speeds on these roadways. Also, this type of improvement could be implemented depending on resident interest regardless of which alternative is selected for South 200<sup>th</sup> Street. If there were interest in extending a bicycle connection all the way to International Boulevard, that would require coordination with the potential developers of the Angle Lake Mobile Home Park.

More details about this option, including how it would perform relative to conditions for driving, walking, bicycle, and right-of-way needs are presented in [Appendix B](#).

EXHIBIT 19: PHOTO RENDERING OF OPTION 2

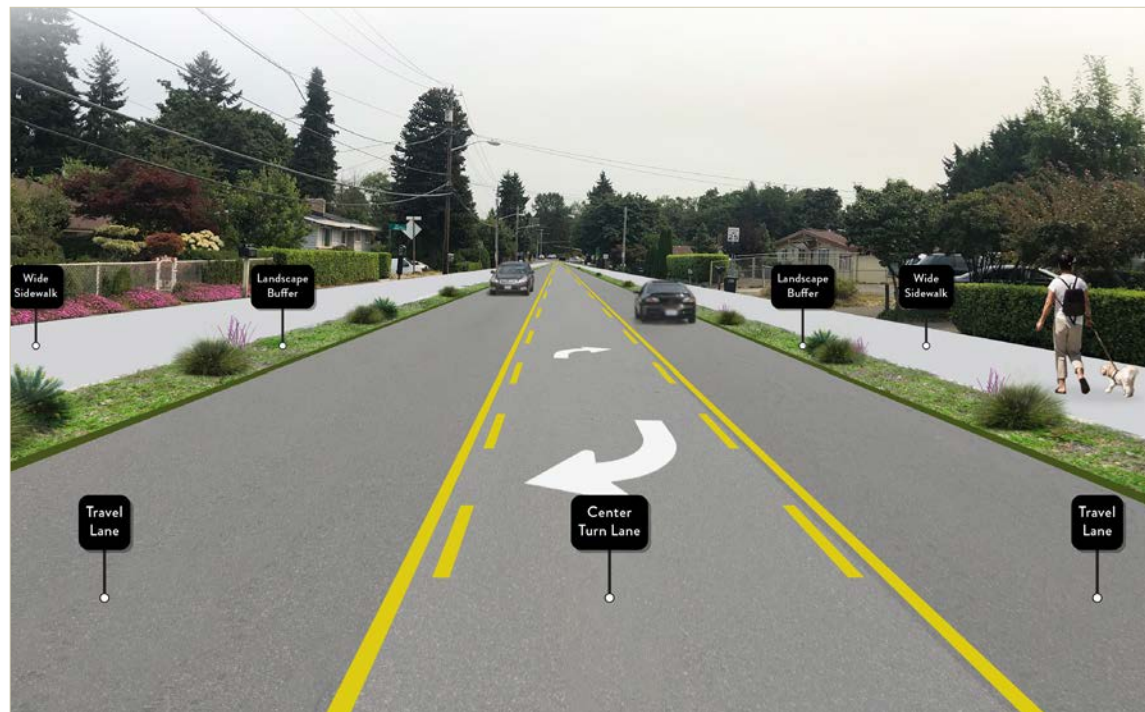


EXHIBIT 20: PROPOSED LOCATION OF OFF-STREET BICYCLE PARKING



## Corridor Option 3 – Full Capacity with Complete Streets

Corridor Option 3, shown in [Exhibit 21](#), maintains the existing lane configuration and vehicle capacity on South 200<sup>th</sup> Street and provides bicycle and pedestrian facilities with the assumption that up to 20 feet of additional right-of-way would be required. Corridor Option 3 proposes intersection spot improvements and on-street or off-street bicycle and pedestrian improvements. Corridor Option 3 would require the most additional right-of-way to support enhanced bicycle and pedestrian facilities.

More details about this option, including how it would perform relative to conditions for driving, walking, bicycle, and right-of-way needs are presented in **Appendix B**.

**EXHIBIT 21: STREETMIX DEPICTION OF OPTION 3**



## Community & Stakeholder Feedback on Corridor Options

In November 2021, the project team conducted the second phase of outreach. This step invited the community to review the three corridor concepts and participate in a survey to share their thoughts about each of the concepts. This phase of outreach was conducted using similar methods to the prior phase: the website and survey were available in both English and Spanish and were promoted via the City's social media presence, routine email communications, a physical postcard sent to addresses in the vicinity of the corridor, and ten yard signs placed along South 200<sup>th</sup> Street.

During the November 2021 outreach, 95 people participated in the survey. Here are some of the key findings from this phase of outreach:

- **RESPONDENTS ARE ROUTINE USERS OF THE CORRIDOR:** Two-thirds travel the corridor everyday and 90% use the corridor at least weekly.
- **THEY ARE ALSO LOCAL:** 86% of respondents live in SeaTac, 28% work here, and 6% own a business in the city.
- **THEY USE A VARIETY OF MODES ALONG 200<sup>TH</sup> STREET:** Almost everyone experiences the corridor by car, but two-thirds also walk or bike and a quarter travel the corridor to access transit (bus or light rail)
- **THE CORRIDOR IS AN IMPORTANT CONNECTION:** Top destinations accessed via South 200<sup>th</sup> Street include home (77%), work (61%), shopping (57%), light rail (44%), the airport (35%), and school (26%).

- **RESPONDENTS PREFER OPTION 3 (FULL CAPACITY WITH COMPLETE STREETS):** 59% of respondents preferred Option 3, with an a nearly even split among the other option options.
- **IMPROVED PEDESTRIAN EXPERIENCE WAS A TOP DESIRE:** Top factors that drove corridor option preference included a desire for wider sidewalks/enhanced pedestrian safety (40%); maintaining vehicle capacity (34%); and providing enhanced bicycle facilities (24%).
- **VEHICLE CAPACITY REDUCTION CONCERNED PARTICIPANTS:** A third of participants noted that reduced vehicle capacity was the primary reason they did not select options 1 or 2.

These corridor options were also shared with a subset of stakeholders who expressed continued interested in the study following the first phase of outreach. These stakeholders included WSDOT, the Port of Seattle, and the Fire Department. In general, these stakeholders were receptive to any of the options so long as they did not result in the following:

- Backups in traffic on to the I-5 mainline (WSDOT)
- Geometrics that reduced fire truck access to Puget Sound Fire Station 45 (Fire Department)
- Reduced access to Seattle-Tacoma International Airport in advance of SR 509 access improvements (Port of Seattle)

A more detailed summary of the Phase 2 outreach is included in **Appendix C**.



POSTCARD SENT TO HOMES AND BUSINESSES DURING PHASE 2 OUTREACH



## Chapter 5

# Corridor Recommendations



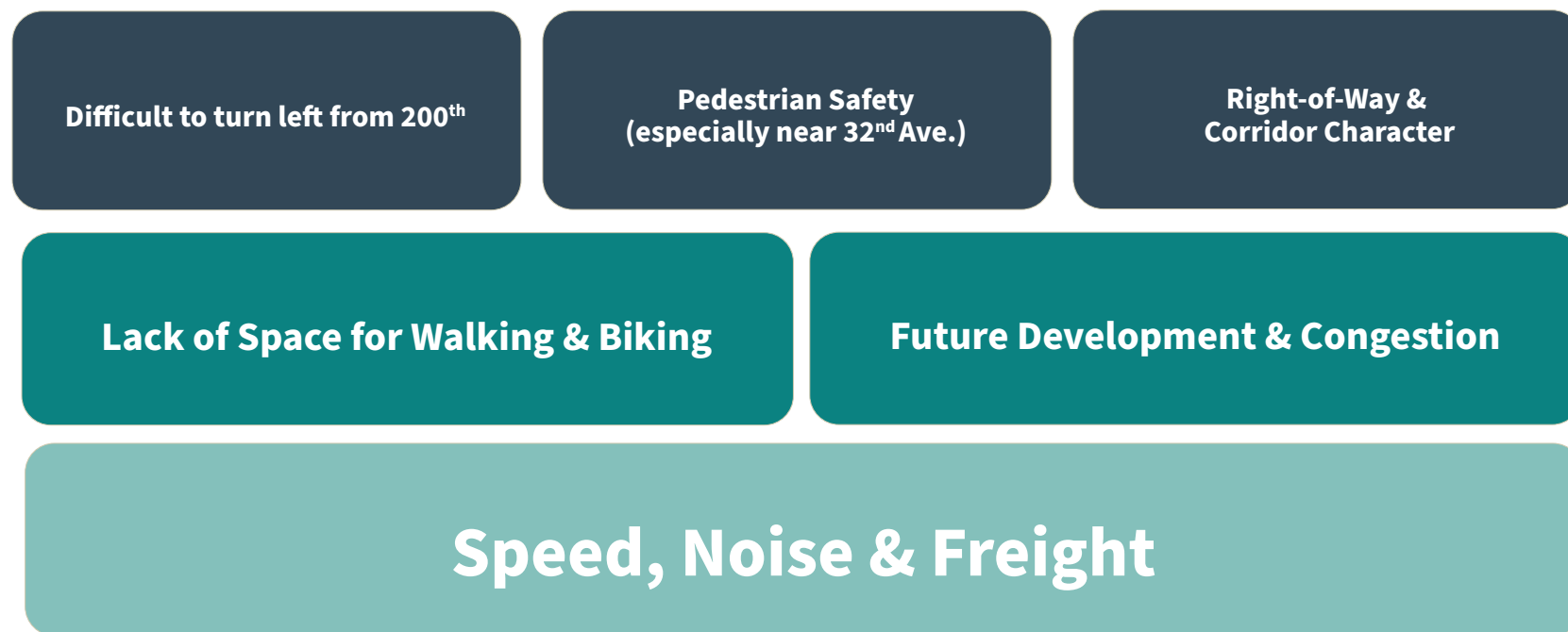


## CORRIDOR CONCEPTS FOR FURTHER CONSIDERATION

**The most appropriate treatment for South 200th Street relies on its role in the overall citywide transportation network. This chapter presents two different, but viable corridor concepts, and next steps for selecting a preferred corridor option.**

Community feedback, combined with technical evaluation of the corridor, reveal that the most appropriate treatments for South 200<sup>th</sup> Street rely on its role in SeaTac's overall transportation network. This chapter presents two different, but viable corridor concepts, including the rationale for why these concepts are being advanced. The chapter concludes with next steps to move towards selecting a preferred corridor option.

## EXHIBIT 22: COMMUNITY CONCERNS ABOUT SOUTH 200<sup>TH</sup> STREET TODAY



### Community Feedback

**Exhibit 22** recaps key community feedback from the Phase 1 outreach, which probed about issues that exist along South 200<sup>th</sup> Street today. Top frustrations shared include difficulty turning left (either from South 200<sup>th</sup> Street or side streets), a lack of amenities for walking and biking, concerns over congestion and how it might grow in the future, and the impacts of high traffic volumes (including large trucks) in terms of noise, damaged mailboxes, and quality of life for those who live along the corridor.

The Phase 2 community outreach revealed a strong preference for Option 3, which retains South 200<sup>th</sup> Street's current capacity, but adds enhanced amenities for walking and biking, as well as beautification. This strong preference reflected the community's concerns about congestion, specifically that reducing lanes would add to congestion along the corridor. However, it is also acknowledged that this option does not well address some of the community concerns raised in Phase 1, including:

- Requires significant right-of-way to achieve, which would require the taking of homes
- Encourages further use by freight, the presence

of which was identified as a blight to quality of life along the corridor

- Doesn't provide easy local access, as the Option 3 cross-section does not include continuous left-turn lanes

As a result of this contradictory feedback and the fact that congestion issues are related to intersection configuration much more than the number of lanes along the corridor, the project team refined Options 1 and 3 to respond to community critiques and technical analysis, rather than recommending a preferred option. These refined options are described in the following subsections.



## Refined Options

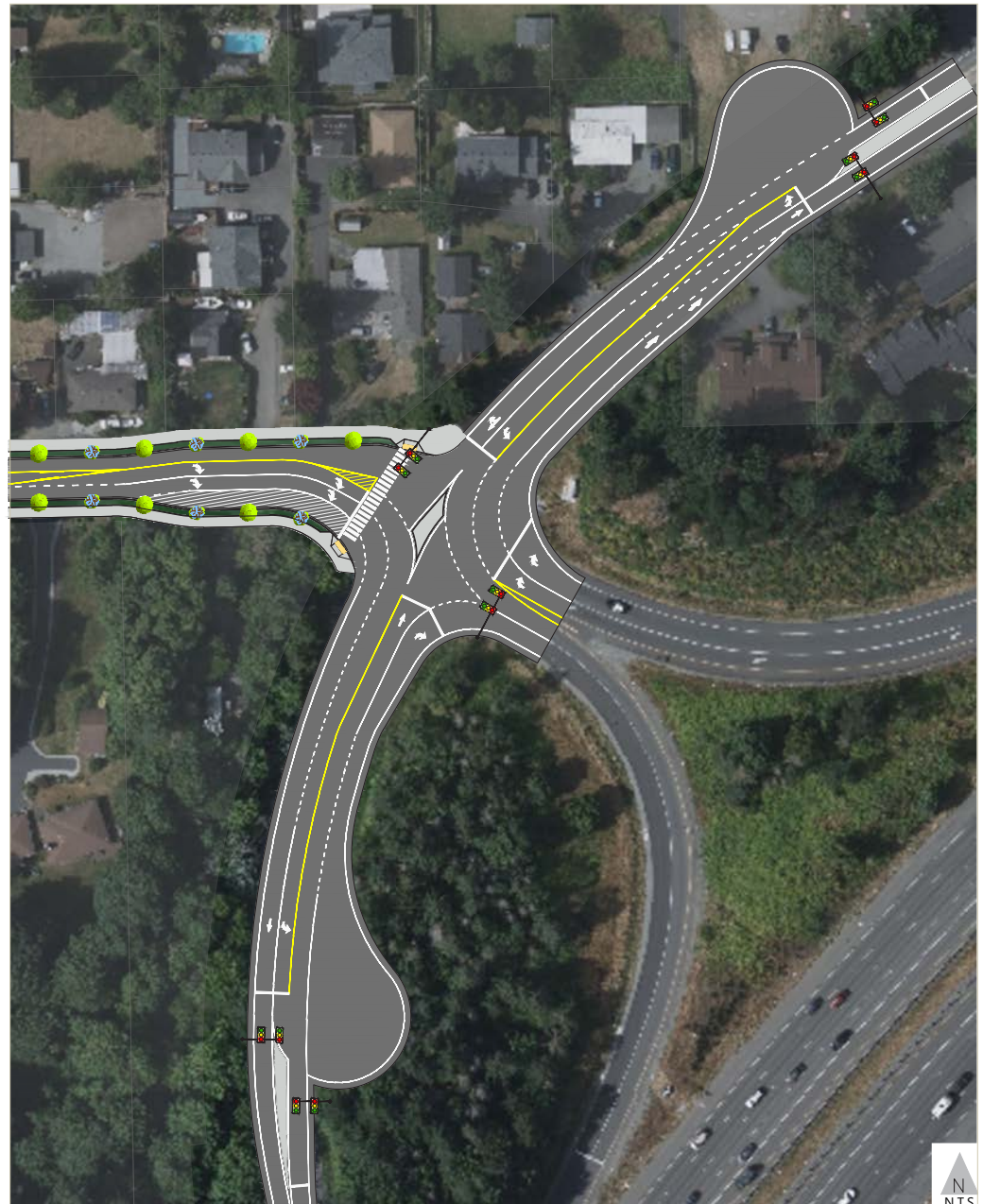
### Refined Corridor Option 1 – Bike Lanes & Wider Sidewalks on South 200<sup>th</sup> Street with Revised Access to I-5

Refined Corridor Option 1 shares the same general cross-section as Corridor Option 1 to shift vehicle capacity to pedestrian and bicycle facilities (see discussion in previous chapter and [Exhibit 18](#)) but significantly revises access to I-5. [Exhibit 23](#) demonstrates how this revised access could look.

The idea behind revising access to I-5 is that South 200<sup>th</sup> Street serves a major gateway between I-5 and the industrial uses along International Boulevard. Even when SR 509 treatments are completed, South 200<sup>th</sup> Street will continue to attract regional users, including large trucks, as it represents a short and un-tolled alternative. South 200<sup>th</sup> Street cannot effectively serve as both a regional through route and a comfortable neighborhood street. Thus, this option makes a choice to prioritize South 200<sup>th</sup> Street's role as a neighborhood/transit community street that supports comfortable walking and biking by de-emphasizing South 200<sup>th</sup> Street's connection to I-5. Specifically, this option:

- Shifts capacity from vehicle through lanes to walking and biking facilities and a continuous two-way left turn lane
- Considers reclassifying South 200<sup>th</sup> Street from a Principal Arterial to a lower functional classification
- Revises the intersection of South 200<sup>th</sup> Street/Military Road to prohibit most through and left-turn movements, apart from through movement on Military Road (which would be allowed). Instead, these movements would be accommodated via a signalized displaced left-turn intersection ([see Exhibit 23](#))
- Leverages SR 509 related improvements, including the 24<sup>th</sup>/26<sup>th</sup> Avenue interchange and new local street connections (e.g., South 206<sup>th</sup> Street, South 204<sup>th</sup> Street, and 34<sup>th</sup> Avenue South)
- Minimizes right of way needs

**EXHIBIT 23: REVISED INTERSECTION CONCEPT FOR SOUTH 200<sup>TH</sup>**



Preliminary modeling suggests that the above changes would result in 35 percent fewer vehicles using South 200<sup>th</sup> Street in 2040 compared to the current configuration. This reduction in traffic (slightly below current volumes) would make the cross-section proposed by Option 1 function with limited delay. Preliminary modeling also considered where traffic would divert to. Regional trips would be more likely to use the 24<sup>th</sup>/26<sup>th</sup> Avenue access to SR 509, as well as the South 188<sup>th</sup> Street interchange. Local trips would be distributed relatively evenly among other streets.

While it is acknowledged that this cross-section accommodates freight and regional through movement less, it is consistent with the vision expressed in the City's Transportation Master Plan

and the Angle Lake District Station Area Plan. This option would require further vetting with stakeholders like the Fire Department and WSDOT, as well as the broader community. Many details could be adjusted, including specific cross-section of the roadway, how the South 200<sup>th</sup> Street/Military Road intersection is treated, as well as the radii for the u-turns along Military Road.

### Refined Corridor Option 3

#### Full Capacity with Complete Streets with Roundabouts

Refined Corridor Option 3 shares the same general cross-section as Corridor Option 3, maintaining the existing vehicle capacity on South 200<sup>th</sup> Street and providing bicycle and pedestrian facilities. Refined

Corridor Option 3, illustrated in **Exhibit 24**, makes three key shifts compared to the original option:

- Consolidates pedestrian and bicycle facilities at the sidewalk level, providing grade separation from vehicle traffic and the potential to reduce right-of-way requirements (see **Exhibit 25**)
- Shifts the roadway to the south, so that properties on the northside of 200<sup>th</sup> Street would not be impacted by the roadway widening
- Introduces multi-lane roundabouts at 32<sup>nd</sup> Avenue and Military Road to facilitate local access and address the eastbound queueing challenges that exist today

## EXHIBIT 24: REFINED CORRIDOR OPTION 3



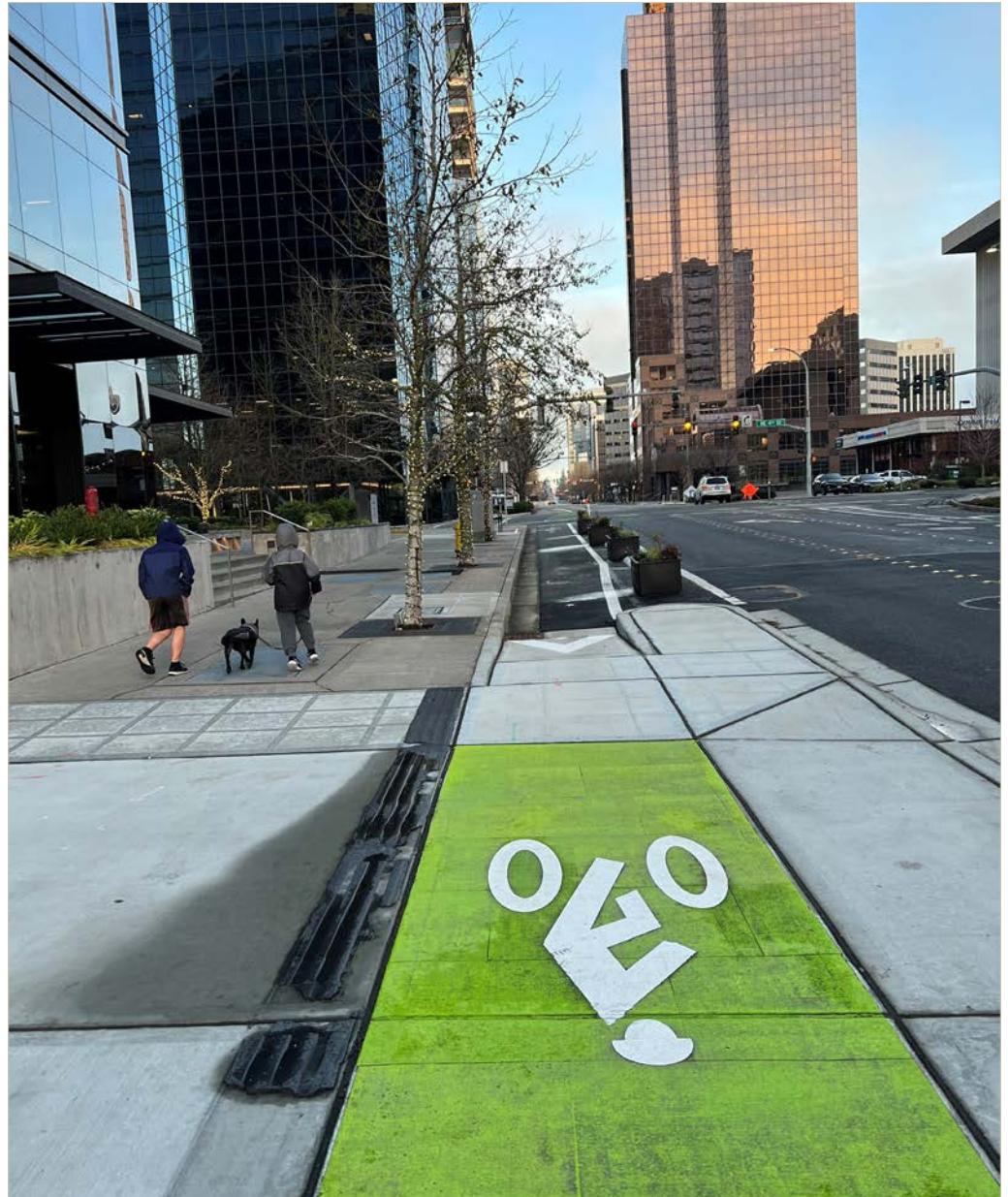


Preliminary modeling suggests that this option would provide acceptable operations, in terms of vehicle delay, along 200<sup>th</sup> Street. Unlike Option 1, Revised Option 3 maintains the ability of South 200<sup>th</sup> Street as a key route for regional through traffic and freight. The introduction of roundabouts addresses the local access concerns that were present with Option 3 (given the lack of left-turn lanes). Because the roadway would include enhanced pedestrian and bicycle facilities, it would provide a higher-level of comfort for people walking and biking than exists today, although crossing South 200<sup>th</sup> Street, particularly at the roundabouts, would be a challenge for many people on foot or on bike. The main downside of this option is its right of way requirements, as it would require the taking of most properties on the southside of South 200<sup>th</sup> Street between International Boulevard and Military Road.

This option most directly responds to the input received in the Phase 2 outreach, but represents a departure from the vision expressed in the City's Transportation Master Plan and the Angle Lake District Station Area Plan.

Similar to Option 1, this option would require further vetting with stakeholders like the Fire Department and WSDOT, as well as the broader community. Many details could be adjusted, including specific cross-section of the roadway and how key intersections, including those with 32<sup>nd</sup> Avenue and Military Road, are treated.

## EXHIBIT 25: LOCAL EXAMPLE OF PEDESTRIAN & BIKE FACILITIES AT SIDEWALK LEVEL



## Comparison Among Options & Next Steps

Additional community conversation is needed to determine the best treatment along South 200<sup>th</sup> Street. This discussion should include a variety of considerations, including street function, right of way needs, cost, and accommodation of people walking and biking. But, more centrally, it is essential that the City of SeaTac decide how it can implement the Angle Lake Station Area Vision, the City's adopted policy, while also defining the role of South 200<sup>th</sup> Street in the overall citywide network.

Key questions that should be asked in future efforts:

- What are the priority functions of South 200<sup>th</sup> Street?
- Is South 200<sup>th</sup> Street primarily a neighborhood/transit community street or a regional connection?
- How important is consistency with prior policy decisions, such as the Transportation Master Plan and the Angle Lake Station Plan?
- Is this City willing to acquire private property for mobility purposes?
- How much capital funding can be devoted to South 200<sup>th</sup> Street versus other places in the City?

**Exhibit 26** attempts to respond to the above questions for Refined Options 1 and 3, however, additional discussion and technical analysis are needed to develop a formal recommendation for the South 200<sup>th</sup> Street corridor.

## EXHIBIT 26: KEY QUESTIONS - REVISED OPTIONS 1 & 3

Key Question	Revised Option 1	Revised Option 3
Priority Functions	Local trips, neighborhood residents, people walking and biking	Regional trips and through movement
Neighborhood Street or Regional Connection	Neighborhood street	Regional Connection
Consistency with TMP, Angle Lake Station Area Plan	High	Moderate
Need to acquire ROW	Very limited	High, would require most properties south of South 200th Street
Capital Cost <sup>1</sup>	Approximately \$5-8M for South 200 <sup>th</sup> Street \$2-4M for Military Road/200 <sup>th</sup> Street Intersection Total \$7-12M	Approximately \$16-24M, including right-of-way acquisition

**SOURCE: FEHR & PEERS. <sup>1</sup> SEE APPENDIX D FOR COST DETAIL**

**RESOLUTION NO. 22-011**

A RESOLUTION of the City Council of the City of SeaTac, Washington, amending the City's Financial Policies and repealing Resolution 20-015.

**WHEREAS**, it is necessary for the City Council to adopt City financial policies to ensure that all financial matters of the City are addressed with care, integrity, and in the best interest of the City; and

**WHEREAS**, changes have been made to the financial policies adopted by Resolution 20-015; and

**WHEREAS**, the City Council deems it appropriate to repeal Resolution 20-015 and adopt the revised financial policies through the Resolution; and

**WHEREAS**, such financial policies include lines of authority, general budget policies, reserve policies, revenue policies, expenditure policies, purchasing and expense controls, accounting, auditing, and financial reporting policies, debt policies, investment policies, cost allocation policies, and other miscellaneous policies; and

**WHEREAS**, these financial policies were discussed at the City Council Workshop on March 11, 2022 and Macro Budget Workshop on May 16, 2022;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** The SeaTac City Council adopts the financial policies attached hereto as Exhibit A.

**Section 2.** Resolution 20-015 is hereby repealed.

**PASSED** this 14<sup>th</sup> day of June, 2022, and signed in authentication thereof on this 14<sup>th</sup> day of June, 2022.

**CITY OF SEATAC**

  
Senayet Negusse, Deputy Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Financial Policies and Repeal Resolution 20-015]



City of SeaTac

# Financial Policies

Revised June 14, 2022

Revised November 10, 2020

Adopted November 13, 2018

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## BASIC POLICY STATEMENT

The City of SeaTac is committed to the highest standards of responsible financial management. The City, including the City Council, City Manager, and staff will work together to ensure all financial matters of the City are addressed with care, integrity, and in the best interest of the City.

The safekeeping, proper use and management of City resources are essential to responsible and responsive public service and governance. Standards and best practices for the management of City resources are set forth by entities that include the Internal Revenue Service (IRS), State Legislature, State Auditor's Office (SAO), Department of Revenue (DOR), Government Financial Officers' Association (GFOA), Government Accounting Standards Board (GASB), and the SeaTac Municipal Code (SMC). SeaTac's Financial Policies (Policies) support and augment those provisions.

## APPLICATION AND ADMINISTRATION

The rules and procedures contained in this policy are designed to:

1. Protect the assets of the City of SeaTac;
2. Ensure the maintenance of open and accurate records of the City's financial activities;
3. Provide a framework of operating standards and behavioral expectations;
4. Ensure compliance with federal, state, and local reporting requirements; and
5. Provide a means for the City Council to update and monitor these policies with the assistance and cooperation of the City Manager and the Finance and Systems Director.

The use of "shall" or "must" indicates the City's intent to closely adhere to the stated policy. The use of "should" or "may" indicates a preferred approach. These policies serve to guide the City Council while enabling flexibility for the Council to respond to specific circumstances.

## LINES OF AUTHORITY

### City Council

1. The SeaTac City Council shall adopt the budget by ordinance at the fund level.
2. The Council has the authority to execute such policies as it deems to be in the best interest of the City within the parameters of federal, state, and local law.
3. Transfers of appropriations between departments or funds shall be approved by a budget amendment of the City Council (SMC 3.40.110).

### **Council Committees**

- a. The Administration & Finance Committee (A&F) has the authority to perform reviews of the organization's financial activity.

### City Manager

1. The City Manager has primary oversight responsibility for ALL budget expenditures.
2. The City Manager may authorize transfers between individual appropriations within any one department or fund (SMC 3.40.110).
3. The City Manager shall serve on the Investment Committee (SMC 3.41.010).

### Departments

1. Department directors have primary responsibility for formulating budget proposals in line with City Council and City Manager priority direction, and for implementing, monitoring, and reporting once approved.

### **Finance Department**

- a. The Finance Department (Finance) is responsible for coordinating the overall preparation and administration of the City's budget and Capital Improvement Program. Finance assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- b. The Finance and Systems Director will exercise a secondary oversight responsibility for ALL budget expenditures. This includes responsibility for both technical errors and errors of judgment, which shall be brought



immediately to the attention of the responsible department head and the City Manager.

- c. The Finance and Systems Director shall serve on the Investment Committee (SMC 3.41.010).

## GENERAL BUDGET POLICIES

### Budget Preparation

1. The City of SeaTac shall prepare and adopt a biennial budget in accordance with Chapter 35A.34 RCW, Ordinance 12-1010, and these Policies. Fiscal years shall begin on January 1 and conclude on December 31. The budget will be prepared on a cash basis. This differs from the financial statements, which are reported on a GAAP basis.
2. The budget shall be prepared in a manner that reflects the full cost of providing services to the extent possible, which includes operating and maintenance costs for capital projects.
3. Ongoing resources shall be equal to or exceed ongoing expenditures. Each City fund budget shall identify ongoing resources that at least match expected ongoing annual requirements.
4. The budget shall account for onetime expenditures associated with an employee's end of employment. The Finance and Systems Director shall establish administrative procedures specifying the conditions under which such funds may be expended.
5. The City recognizes the need for participation in, and shall provide funding to, area Human Service programs allocating 1.5% of General Fund operating expenditures for this purpose.
6. One-time cash transfers and non-recurring ending fund balances will be applied to reserves or to fund one-time expenditures; they will not be used to fund ongoing programs.
7. On an annual basis, departments will review existing services for relevancy and sustainability before proposing new ongoing services.
8. The City will continuously evaluate and improve process for greater efficiency with a goal of spending 5% less than budgeted each biennium.

### Downturns

- a. Short-term (anticipated less than one year) economic downturns and temporary gaps in cash flow: Expenditure reductions or restrictions may be imposed. Expenditures from the General Fund Unassigned Fund Balance, or interfund loans may be used in accordance with the Interfund Loan policy.

- b. Long-term (greater than one year) revenue downturns: Revenue forecasts shall be revised. When long-term revenue downturns are likely, deficit financing (borrowing) is not a preferred fiscal response. Onetime and/or ongoing expenses shall be reduced, new revenues shall be secured, reserve funds may be used or a combination thereof-as necessary, to achieve a balanced budget.

### Budget Amendments

1. Provisions for amending the budget during the year in order to address unanticipated needs, emergencies, or compliance with State of Washington budgetary statutes will be provided by Finance. Any budget adjustments requiring City Council approval will occur through a process coordinated by Finance and will occur prior to fiscal year end.
2. Finance will review agenda items with potential fiscal impact submitted for City Council action. The objective of these reviews is to ensure compliance with the budget and disclosure of all fiscal issues to the Council. This information will be presented in the Budget Significance section of each agenda bill.
3. During the Mid-Biennium Review process, departments who have underspent their budgets may request those funds (or a portion thereof) be carried over into the next budget cycle. The department must provide the reason for underspending and estimate the likely continuation of such variances.
4. Requests for funds to be carried over at the end of a biennium budget cycle shall only be for projects or contracts not completed in the previous budget cycle. The department must provide the reason the project was not completed and an estimated completion date.

### ***Decision Cards***

- a. Decision Cards shall be required for new program requests in the Preliminary Budget and the mid-biennial modification and shall include a written assessment of:
  - i. How the proposal is consistent with identified City Goals.

- ii. Whether the service or program is mandatory (required by law) or discretionary (optional), and whether the service or program can be achieved through other means.
- iii. The degree to which the service or program is fiscally sustainable.

## RESERVE POLICIES

### General Fund

1. Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Collectively, the adopted budget should include General Fund reserve balances equaling not less than *4 months* of the operating expenditures for the fiscal year. The reserves specified by this policy consist of the General Fund Ending Fund Balance.
2. The reserve will be available for unforeseen, urgent, or emergency needs. The reserve is intended to provide for revenue shortfalls; for expenditures deemed necessary by the City Manager and City Council; and temporary short-term interfund loans of a non-recurring nature.
3. City Council authorization shall be required for expenditure of General Fund Reserves.

### Enterprise Funds

1. Adequate reserve levels are a necessary component of the overall financial management strategy for enterprise funds such as utilities, and a key factor in external agencies' measurement of the City's financial strength.
2. The City shall maintain reserves in the Enterprise Funds as follows:
  - a. The reserve balance target for the Surface Water Management Utility operations is the amount equivalent to 45 days of total budgeted operating expenses.
  - b. The reserve balance target for the Surface Water Management Utility capital is the amount equivalent to 10% of all Original Asset Values.
  - c. The reserve balance target for the Solid Waste & Environmental Utility operations is the amount equivalent to 30 days of total budgeted operating expenses.
3. City Council authorization shall be required for expenditure of Enterprise Fund Reserves.



## Capital Funds

1. The City shall maintain capital reserve funds to provide funding for three years of the six years Capital Improvement Plan, less proprietary fund projects.
2. The use of any reserves within the Capital Improvement Funds shall be approved by the City Council.
3. Monies collected from the sale of assets shall be receipted into the fund where the purchase originated.
4. Contributions to the capital reserve funds will be made as per the budget recommendations set by the City Council.

## Replacement Funds

1. The City shall maintain an Equipment Replacement Fund. Annual contributions in the amount necessary to replace the equipment at the end of its useful life shall be included in the operating expenses of departments owning the capital equipment. Life-cycle assumptions and required contributions shall be reviewed as part of the budget process.
2. Replacement reserves shall be established for equipment and computer hardware/software with a value greater than \$15,000, regardless of whether the equipment is acquired via lease, gift or purchase.
3. Equipment and computer hardware/software with a value less than \$15,000, enrollment in the Equipment Replacement Fund is optional and will be at the request of the purchasing Director.
4. Monies collected from the sale of assets carried on equipment replacement schedules shall be receipted to the Equipment Replacement Fund.

## Special Revenue Funds

1. Special Revenue Funds are legally restricted for specific purposes. Balances may occur in these Funds but shall not be used for any purpose inconsistent with the Funds purpose until the original purpose for the Fund is achieved.

## REVENUE POLICIES

### General Policy

1. The City shall maintain revenue categories according to state statute and administrative regulation as described in the State Auditor's Budgetary, Accounting, and Reporting System (BARS).
2. The City shall be sensitive to the balance between the need for services and the City's willingness to raise fees, charges, and taxes to support those services.
3. The City should strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity.
4. All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted. For more information on grants, refer to Policy CW-016 Grant Application and Acceptance.

### Budgeting

1. Revenue estimates should be prepared on an objective basis to minimize the economic fluctuations that could imperil ongoing service programs during the upcoming budget cycle. Revenue increases greater than inflation will require additional documentation.
2. Revenue estimates shall be based on forecasting methods recommended by the Government Finance Officers Association (GFOA) and will likely be conservative rather than aggressive.
3. Revenue forecasts for major revenues (those which represent at least 10% of the General Fund) will develop a "conservative", "optimistic" and "best estimate" forecast and the rationale. The forecasts presented shall be based on the best information available at the time and references to the sources of information used in the estimates will be made available.

### ***Taxes***

1. The City Council shall not increase the regular property tax levy if General Fund reserves are in excess of the target General Fund reserve policy.

2. All regular property tax revenues will be allocated to support General Fund services unless there is a ballot measure approved by the voters that directs a certain amount of the property tax capacity be used for other City services.
3. Sales tax revenues are designed to support general government operations and will be allocated to the General Fund. Certain sales tax revenue sources may be identified and allocated to other Funds as directed by the City Council.

## **Fees**

1. The City shall develop and maintain a comprehensive schedule of fees and charges. City fees and charges should be reviewed annually, by general type as described below:
  - a. Development-related fees (land use, building and property, and engineering fees) shall be established in the Fee Schedule; adjusted for inflation annually using the CPI-W June to June Seattle Tacoma Bellevue index, and periodically subjected to a comprehensive rate analysis. Fees adjusted by inflation shall be rounded to the nearest \$.50. Development related fees should be based on recovering costs of permitting and inspection services.
  - b. Recreation and park use fees shall be set by the Director of Parks, Community Programs & Services within ranges established by the Fee Schedule.
  - c. General fees (such as rental rates, copy charges, and other miscellaneous fees) shall be established in the Fee Schedule. These services should charge fees to assist in making these services self-supporting.
  - d. Utility fees shall be set by ordinance and set at a level necessary to support the costs of services in the fund and to maintain long-term financial stability. To ensure that the enterprise funds remain self-supporting, fee and rate structures shall fully fund the direct and indirect costs of operations, maintenance, debt service, depreciation, and reasonable system extensions.

## Monitoring/Reporting

1. The City will review contracts and leases which result in revenues to the City annually in order to provide for careful evaluation by the City Council.
2. Periodic financial reports shall include trend analysis of the City's primary sources of revenue.

## EXPENDITURE POLICIES

### General Policy

1. The City shall maintain expenditure categories according to state statute and administrative regulation as described in the State Auditor's Budgetary, Accounting, and Reporting System (BARS).
2. Emphasis shall be placed on improving productivity, workplace innovation, program evaluation, and alternative means of service delivery rather than adding to the work force. The City shall invest in technology and other efficiency tools to ensure high productivity. The City may hire additional staff only after the need of such positions has been demonstrated and documented, including assessment of alternative measures, such as contracting for professional services and partnering with other agencies/organizations.

### Budgeting

#### ***Operating/On-Going***

1. The City shall authorize only those ongoing, operating expenditures that may be supported by ongoing operating revenues. Before the City undertakes any agreements that would create fixed, ongoing expenses, the cost implications of such agreements shall be fully determined for current and future years with the aid of strategic financial planning models.
2. All compensation planning and collective bargaining will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits of non-salary nature which are a cost to the City.
3. Budget surpluses resulting from vacant positions should not be used as justification to increase expenses for operational or capital expenditures purposes.
4. Enterprise Fund expenditures shall be fully supported by their own rates, fees, and charges, not subsidized by the General Fund. The Enterprise Funds shall pay their share of overhead costs and services provided by the General Fund.

5. The City shall assess funds for services provided internally by other funds. The estimated cost of service shall be budgeted as an expense to the fund benefiting from the service and the cost of the service shall be recognized as revenue to the providing fund. A review of the method for determining the amount of the interfund assessment shall be reviewed periodically. For more information, refer to the City's Cost Allocation Policy.

### ***One-Time/Capital***

1. Capital expenditures may be funded from one-time revenues, but the operating budget expenditure impacts of capital expenditures shall be reviewed for compliance with this policy provision.

### ***Coronavirus State and Local Fiscal Recovery Funds (SLFRF)***

1. The SLFRF program is a federal program created to provide governments across the country with the resources needed to:
  - Fight the pandemic and support families and businesses struggling with public health and economic impacts
  - Maintain vital public services amid declines in revenue resulting from the crisis
  - Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity
2. The City will use SLFRF funds in accordance with the Final Rule provided by the Treasury Department.



## PURCHASING AND EXPENDITURE CONTROL

(RCW 42.24.180, SMC 3.31, Resolution 07-014, and Section 3.8.5 of the State Budgeting Accounting & Reporting System (BARS) Manual

1. It is the general policy of the City that all expenditures be rationally related to a public purpose and be reasonable in the amount and nature. All significant purchases should be made only after an effort to compare prices and alternatives from more than one vendor.
2. Non-employees such as volunteers are required to get prior authorization from staff before making purchases.
3. All purchase orders and/or invoices will be signed by the responsible department head or his/her designee (or City Manager), and reviewed by the appropriate personnel in Finance for budget authority and proper coding.
4. Invoices for the costs of public utilities, telephone, postage, copy machine expenses, and others shared by more than one department will be reviewed and approved by the Finance and Systems Director or his/her designee.
5. The Finance and Systems Director is authorized to sign budgeted and approved contract interval payments even though they may exceed his/her signing authority. E.g. Police Services.
6. Purchases for the current fiscal year must be received prior to the end of the calendar year in order to be included in the current biennium budget. Otherwise, they will be charged to the next fiscal year.
7. All expenditures/expenses shall be pre-audited and certified by the Finance and Systems Director or designee prior to submitting them to the City Council.
8. The accounts payable process occurs on the 5<sup>th</sup> and 20<sup>th</sup> of each month. City Council approval will occur at the following Council meeting.
9. If the City Council at the subsequent Council meeting (after review), disapproves any such checks, the disapproved claims will be recognized as a receivable of the City and collections of said receivable will be diligently pursued until the amounts disapproved are collected or until the Council is satisfied and approves the claims.

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

1. The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall City goals and objectives will be met and to assure the City's partners and investors that the City is well managed and fiscally sound.
2. The City will maintain its accounting records in accordance with state and federal law and regulations. Budgetary reporting will be in accordance with the state's budget laws and regulations. The City will report its financial condition and results of operations in accordance with state regulations and generally accepted accounting principles (GAAP) applicable to governments.
3. The City will minimize the number of funds. The funds will be categorized in accordance with GAAP for reporting purposes.
4. Quarterly financial reports shall be prepared by the Finance Department and reported to the Administration & Finance Committee for the purpose of monitoring forecasted, budgeted, and actual revenues and expenditures.
5. In instances when combined, actual revenues are less than combined, budgeted revenues for a period of two consecutive quarters, the City Manager shall put forth to the Administration & Finance Committee a proposed budget amendment that responds to the underperformance of revenues. The City Manager's proposed budget amendment shall include an updated financial forecast and a written description of the anticipated changes to performance measures, program outcomes, and levels of service. This policy shall not preclude the City Manager from initiating corrective action pursuant to his/her administrative authorities prior to action by the City Council. The recommendation of the Administration & Finance Committee shall be forwarded to the City Council.
6. The State Auditor will annually perform a financial and compliance audit of the City's financial statements.

## DEBT

1. The city will conservatively manage debt obligations within the statutory limits for debt capacity.

## INVESTMENTS

1. The City's Investment practices shall be in accordance with SMC 3.41 and the Investment Policy.

## OTHER POLICIES

Other policies referenced in this document but listed under separate cover include:

1. Grant Application & Acceptance (CW-016)
2. Cost Allocation
3. Interfund Loans
4. Purchasing Policies and Procedures (SMC 3.31)
5. Travel Expense Policy
6. Purchase Card Policy (CW-031)
7. Cash Receipting and Cash Handling Procedures
8. Continuing Property (CW-012)
9. Investment Policy (SMC 3.41)

**RESOLUTION NO. 22-012**

A RESOLUTION of the City Council of the City of SeaTac,  
Washington, adopting a Six-Year Transportation Improvement  
Program for the years 2023-2028.

**WHEREAS**, pursuant to RCW 35.77.010, cities are required to adopt a six-year comprehensive Transportation Improvement Program (TIP); and

**WHEREAS**, the Growth Management Act, at RCW 36.70A.070(6), similarly requires adoption by the City of a Comprehensive Plan transportation element that serves as a basis for the City's Six Year TIP; and

**WHEREAS**, the City Council conducted a public hearing pursuant to state law, to hear and receive public comment on the City's TIP; and


**WHEREAS**, the City Council finds that prioritized and regularly updated road and street maintenance and capital improvement projects are essential to growth management, financial planning, and assurance of a comprehensive and coordinated transportation system;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES** as follows:

1. The Six-Year Transportation Improvement Program (TIP) for the years 2023 – 2028, a copy of which is attached hereto as Exhibit “A”, is hereby adopted. City staff will make the appropriate applications for State and Federal grant funding for the projects included in the TIP.

**PASSED** this 14<sup>th</sup> day of June, 2022 and signed in authentication thereof this 14<sup>th</sup> day of June, 2022.

CITY OF SEATAC

  
Senayet Negusse, Deputy Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

[Six-Year TIP 2023-2028]



Project No.  
and

2023 - 2028 Transportation Improvement Program

D - DESIGN  
S - STUDY  
ST - STREET PROJECT  
ST-N - NON-MOTORIZED PROJECT  
R/W - RIGHT OF WAY  
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MP - MISCELLANEOUS PROJECT

Priority	Project Title and Description		Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
ST-N#	Neighborhood Multi-Modal Transportation Improvement Program	Citywide	\$7,800,000	\$50,000	\$500,000	\$500,000	\$2,250,000	\$2,250,000	\$2,250,000	Goal 4.1, 4.3, 4.4 Policy 4.1A, 4.3A, 4.4A, 4.4B, 4.4C, 4.4D, 4.4E, 4.4F, 4.4G, 4.4H, 4.4I	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24
1	Annual projects to implement the Safe and Complete Streets Plan to construct pedestrian and bicycle facilities on selected streets. Projects			D = \$50,000 C = \$0	D = \$50,000 C = \$450,000	D = \$250,000 C = \$450,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000		
ST-886	Annual Street Overlays & Preservation Program	Citywide	\$7,800,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	Goal 4.1, Policy 4.1A, 4.2S	Council Goal 1 PSRC MPP-G-1, T-1, 2, 14
2	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life, and overlay pavements that are structurally declining.			D/C	D/C	D/C	D/C	D/C	D/C		
MP-033	Commute Trip Reduction Program Annual Element	Citywide								Goal 4.1, Policy 4.1A, 4.1B	Council Goal 1 PSRC MPP-G-1, T-1, 3, 5, 9, 14, 23, 24
3	Provide for review, approval, and monitoring of the Commute Trip Reduction (CTR) programs for major employers within the City.			(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)		
ST-834	Pedestrian Crossing Program	Citywide	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Goal 4.1, 4.4 Policy 4.1A, 4.4A, 4.4C, 4.4F	Council Goal 1 PSRC MPP-G-1, T-1, 4, 14, 15, 16, 23, 24
4	Develop criteria and install infrastructure to facilitate safe pedestrian crossings.			C	C	C	C		C		
ST-887	Intelligent Transportation Systems (ITS) Program	Citywide	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Goal 4.1, 4.2, Policy 4.1A, 4.2T	PSRC MPP-G-1, T-1, 3, 14
5	Implement Intelligent Transportation Systems Program to improve signal coordination and management, transit signal priority, roadway monitoring and response, ITS device management, and data collection. System could include communications equipment, traffic signal equipment, video surveillance and monitoring, video detection, or a satellite traffic management center.			C	C	C	C	C	C		
ST-162	International Blvd Safety Improvements	Throughout Corridor	\$500,000	\$500,000						Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2R, 4.4A, 4.4C, 4.4F	Council Goal 1 MPP-G-1, T-1, 4, 14
6	Implement safety improvements identified in corridor study for collision reduction. Possible improvements assumed in cost estimates include four near-side traffic signals and improvements to discourage illegal pedestrian crossings.										
ST-141	Airport Station Area Improvements	S 170th St to S 176th St	\$24,224,154	\$2,166,308	\$11,152,472	\$9,988,650				Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
7	Combines CIP project scopes for ST-141, ST-N34, and ST-N64. Project Elements include installation/improvement of sidewalks; stand alone bicycle lanes, separating bicycles from vehicular traffic; underground of overhead utilities; intersection improvements at 32nd Avenue South and South 176th Street, and installation of decorative light fixtures, street furniture and artwork.			D/RW	RW/C	C					





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2023 - 2028 Transportation Improvement Program

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Priority	Project Title and Description		Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
ST-134	S 204th St Improvements 32nd Ave S to 34th Ave S			\$300,000	\$300,000	\$1,000,000				Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
8	Reconstruct roadway and connectivity to 34th Ave S. Improvements to S 204th St will include: drainage, curb, gutter, sidewalks, lighting, shared bicycle lanes, and parking.			D	C	C					
ST-126	S 152nd St Improvements	30th Ave S to Military Rd	\$6,008,000			\$800,000	\$2,208,000	\$3,000,000		Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1, 4 PSRC MPP-G-1, T-1, 14, 15, 16, 21, 23, 24, 26
10	Widen existing roadway and construct sidewalks, bicycle lanes/shared lanes, lighting, storm drainage, and on-street parking (where feasible). Provide access and circulation improvements for vehicle and pedestrian movements in support of redevelopment.					D = \$600,000 R/W = \$200,000	D/RW/C				
ST-161	S 200th St	International Blvd to Military Rd	\$400,000				\$100,000	\$300,000		Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4D, 4.4E, 4.4G	Council Goal 1, 5 PSRC MPP-G-1, T-1, 14, 15, 16, 17, 18, 21, 23, 24, 26
11	After completion of the SR509 Stage 1B and Federal Way Link Extension projects, update S 200th St Corridor Plan and begin design.						S/D	D			
ST-016	34th Ave S, Phase 2	S 166th St to S 176th St	\$14,497,000	\$996,000	\$201,000	\$4,650,000	\$8,650,000			Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 4, 14, 15, 16, 23, 24, 26
13	Reconstruct roadway to collector arterial standards. Construct drainage, curb, gutter, shared bicycle facilities, and sidewalks. Install traffic calming measures. Underground utility lines.			D = \$996,000 (PSRC = \$861,540; City = \$134,460)	ROW = \$201,000	C					
ST-157	32nd Ave S Improvements	S 152nd St to S 154th St	\$3,200,000				\$300,000	\$900,000	\$2,000,000	Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2H, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1, 4 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 21, 23, 24, 26
14	Reconstruct and widen roadway; install curb, gutter, storm drainage, bicycle lanes, sidewalk, lighting, and on-street parking.						D = \$150,000 R/W = \$150,000	D = \$300,000 C = \$600,000	C		
ST-164	S 154th St	32nd Ave S and SR 518 Westbound Off Ramp	\$1,129,000			\$250,000	\$879,000			Goal 4.1, 4.2 Policy 4.1A, 4.2H	Council Goal 4 PSRC MPP-G-1, T-1, 9, 14, 21, 26
15	Install traffic signal at new 32nd Ave S intersection. This is consistent with the S 154th St Station Area Plan. This project is conditioned on realignment of SR518 WB off-ramp to S 154th St by WSDOT.					D	C				



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Priority	Project Title and Description		Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
ST-158	30th Ave S Improvements	S 152nd St to S 154th St	\$1,000,000					\$200,000	\$800,000	Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2H, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E	Council Goal 1, 4 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 21, 23, 24, 26
16	Reconstruct and widen roadway; install curb, gutter, storm drainage, sidewalk, lighting, and on-street parking .							D = \$150,000 R/W = \$50,000	D = \$200,000 C = \$600,000		
ST-116	Military Rd & S 160th St	International Blvd to S 166th St	\$2,230,500				\$787,000	\$700,000	\$743,500	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.1B, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24, 26
17	Reconstruct and widen to provide for drainage, bicycle lanes and pedestrian facilities, upgrade existing signals, channelization, street lighting, continuous left turn lane, and underground overhead utilities. Reconfigure the section between 34th Ave S and Military Rd from four lanes to three lanes with a two way left turn lane, bicycle lanes, and a sidewalk on the north side.						D	D	ROW		
ST-N39	42nd Ave S	S 160th St to Military Rd	\$1,417,204				\$141,720	\$1,275,484		Goal 4.1, 4.4, Policy 4.1A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
18	Construct new separated bikeway and improved pedestrian facility.						D	C			
ST-069	S 208th St	International Blvd to 28th/24th Ave S	\$350,000						\$350,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 17, 18, 23, 24, 26
19	Reconstruct roadway to urban minor arterial with pedestrian and separated bicycle facilities.								D=\$200,000 R/W=\$150,000		
ST-140	S 216th St	Military Rd S to 35th Ave S	\$2,550,000				\$200,000	\$1,350,000	\$1,000,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24, 26
20	Reconstruct roadway, install drainage, curb, gutter, sharrows, and sidewalks. Underground utility lines.						D=\$200,000	D=\$200,000 R/W=\$150,000 C=\$1,000,000	C		
ST-N22	S 152nd St	29th Ln S to 30th Ave S	\$200,000						\$200,000	Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24
22	Construct new pedestrian facility.								D = \$150,000 R/W = \$50,000		
ST-N53	S 152nd St	24th Ave S to 30th Ave S	\$250,000						\$250,000	Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24
23	Construct new separated bikeway and pedestrian facility.								D = \$200,000 R/W = \$50,000		



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Priority	Project Title and Description		Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
ST-N77	S 202nd	30th Ave S to 32nd Ave S	\$250,000						\$250,000	Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24
23	Construct new pedestrian facility.								D = \$200,000 R/W = \$50,000		
ST-044	S 198th St	International Blvd to 28th Ave S	\$3,100,000					\$920,000	\$2,180,000	Goal 4.1, 4.4, Policy 4.1A, 4.2P, 4.4A, 4.4E	PSRC MPP-G-1, T-1, 14, 26
24	Construct a new three lane roadway with sidewalks to provide an additional access point to the Angle Lake Station Area. Includes a roundabout at the intersection with 28th Ave S. On-street parking may be considered.							D = \$420,000 R/W = \$500,000	D = \$180,000 C = \$2,000,000		
ST-022	Military Rd S	S 128th St to S 150th St	\$2,800,000				\$550,000	\$250,000	\$2,000,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.1B, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1, 4 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24, 26
25	Reconstruct and widen to provide for drainage, bicycle lanes, and pedestrian facilities. Construct left turn lanes at high volume intersections.						D = \$450,000 R/W = \$100,000	D	C		
MP-069	Federal Way Transit Extension	S 200th St to Federal Way	\$0							Goal 4.1, 4.5, 4.9, Policy 4.1A, 4.5A, 4.5D, 4.5F, 4.9B, 4.9C	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 21, 23, 24, 26
Other Agency	Sound Transit (ST) is extending light rail from the Angle Lake light rail station on S 200th St in SeaTac to the Federal Way Transit Center, a distance of about 7.6 miles. In addition to building the light rail crossing of International Blvd, ST will also build WSDOT's SR509 bridge crossing under International Blvd.										
ST-849	Lake to Sound Trail	Des Moines Memorial Dr from S 188th St/S Normandy Park Rd to 8th Ave S	\$0							Goal 4.1, 4.4, 4.9, Policy 4.1A, 4.4A, 4.4B, 4.4D, 4.4E, 4.4G, 4.9B	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 23, 24
Other Agency	This portion of the multi-jurisdictional Lake to Sound Trail projects is located in Burien. A bicycle/pedestrian trail would be extended south of SR 509 along Des Moines Memorial Dr to 8th Ave S. The improvements are being designed by King County. The Lake to Sound Trail would provided a trail connection from Lake Washington to Puget Sound.										



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Priority	Project Title and Description		Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
MP-043.1	SR 509 Extension Stage 1a & 1b	28th/24th Ave S to I-5	\$0							Goal 4.1, 4.2, 4.7, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	Construct new, full access control freeway, with tolls, to connect the existing SR 509 freeway terminus with 28th/24th Ave S and I-5. Phase 1 includes two lane each way, with truck climbing lanes, between S 188th St and 28th/24th Ave S. Two lanes each way are planned between 28th/24th Ave S and I-5.										
WSDOT	S 204th St/34th Ave S/S 208th St/S 206th St Connector Road		\$0							Goal 4.1, 4.2, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	This project is included with the extension of SR 509. Install sidewalks, street lighting, and utility infrastructure. This road provides circulation to the neighborhood after S 208th St is severed by SR509.										
MP-043.2	SR 509 Extension Stage 2	S 188th St/Des Moines Memorial Dr S to 28th/24th Ave S	\$0							Goal 4.1, 4.2, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	Construct new, full access control freeway, with tolls, to connect the existing SR 509 freeway terminus at S 188th St/Des Moines Memorial Dr S with 28th/24th Ave S. Stage 2 includes two lane each way, with a full interchange at S 188th St/Des Moines Memorial Dr S.										
		Total Costs	\$80,355,858	\$5,462,308	\$13,603,472	\$18,638,650	\$17,515,720	\$12,595,484	\$13,223,500		

Comprehensive Plan Transportation Element Goal		<a href="http://www.seatacwa.gov/home/showdocument?id=21325">http://www.seatacwa.gov/home/showdocument?id=21325</a>
4.1	For the benefit of SeaTac’s residents, businesses, and visitors, promote the safe and efficient transport of people and goods by implementing and maintaining an integrated multi-modal transportation system that also supports and encourages alternative and active transportation modes.	
4.1a	Continue to plan for and implement a multi-modal transportation system that supports the safe, efficient and reliable movement of people, vehicles, and goods while balancing transportation needs with other community values.	



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Priority	Project Title and Description	Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
4.1b	Develop a multi-modal transportation system that preserves and protects natural resources, reduces adverse impacts on the environment, and complies with federal, state, regional, and local policies.									
4.2	Develop and maintain an arterial street and highway system that reduces regional and airport traffic on City arterials, and cost-effectively improves safety for all travel modes, manages congestion to reduce delays and the impacts of traffic diverting through neighborhoods, and enhances the look and feel of the City.									
4.2h	Work with WSDOT to revise the existing SR 518 interchange with International Boulevard and S. 154th Street consistent with the South 154th Station Area Plan and WSDOT’s SR 518 Route Development Plan (RDP).									
4.2j	Align classification of streets and arterials to reflect their desired functional use. The functional classification system should be based on the volume of present/future traffic, design, multi-modal facilities, adjacent land uses, and consistency in connections with other agency transportation facilities.									
4.2p	Establish appropriate transportation design standards for arterials, and local streets based on balancing the functional classification needs of the facility and the needs of the adjacent land uses. The design elements should accommodate and encourage alternative and active transportation modes such as transit, HOV, pedestrians, and bicycles for each classification. Amenities should enhance the mobility options by providing an improved environment for all users.									
4.2r	Invest in improvements to arterials to meet current design standards including pedestrian and bicycle facilities, turn lanes, improved drainage, and enhanced traffic control and illumination. The improvements should be designed and constructed to improve safety, reduce maintenance costs, support economic development, reduce environmental impacts, and improve the quality of the transportation system for all modes									
4.3	Design and operate neighborhood streets to maximize safety of all appropriate travel modes, reduce cut-through traffic, and enhance the look and feel of the City’s transportation system in a cost-effective manner.									
4.3a	Upgrade residential neighborhood streets with pedestrian and bicycle facilities and increased access to transit in alignment with pedestrian and bicycle network plans.									
4.4	Plan for and develop a system of transportation facilities for all users and all modes including pedestrians, transit users and bicyclists.									
4.4a	Promote safe pedestrian movement as a basic means of transportation and assure adequate pedestrian facilities, amenities and connections are provided for in conjunction with other transportation facilities and developments.									
4.4b	Coordinate with King County and other agencies to advance construction of the Lake to Sound Trail.									
4.4c	Work to design and construct arterials to include safe and attractive pedestrian facilities (including crossings) on both sides of the street.									
4.4d	Serve the City’s residential areas with transit and a well-connected network of sidewalks and bicycle paths.									
4.4e	Prioritize safety and pedestrian capacity improvements on streets that provide access to schools, parks, transit facilities, public facilities, and within the Urban Center.									
4.4g	Develop and implement a network of bicycle facilities providing for safe, interconnected travel within the City and providing connections to regional facilities and major local destinations as described in the Safe and Complete Streets Plan.									
4.4h	Prioritize completing a north-south bicycle route east of International Boulevard between S. 188th Street and S. 160th Street.									
4.4i	Work to implement directional and way-finding signage to direct bicyclists to the desired bike routes and destinations within the City.									
4.5	Encourage the use of transit and other High Occupancy Vehicle (HOV)/multi-modal travel modes to more efficiently accommodate a larger proportion of existing and future travel in and adjacent to the City of SeaTac to reduce the adverse impacts of driving alone.									
4.8	Establish and maintain a consistent, sustainable, adequate, and equitable funding program to maintain, operate and improve the City’s transportation system in a timely manner to support implementation of the City’s Comprehensive Plan.									



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Priority	Project Title and Description	Total Project Cost over 6- year TIP	2023	2024	2025	2026	2027	2028	Comp Plan TE	Council/PSRC
4.8A	Prioritize transportation projects and programs that best improve safety and, connectivity, support economic growth, preserves prior transportation investments, and increases capacity of travel modes, reflective of available revenues.									
4.9	Actively coordinate with the Port of Seattle, WSDOT, and regional and local agencies to advance transportation projects and programs identified in this Transportation Element and in the Transportation Master Plan.									

City Goals	<a href="http://www.seatacwa.gov/home/showdocument?id=12893">http://www.seatacwa.gov/home/showdocument?id=12893</a>
City Operations	Continuously improve the effectiveness and efficiency of city government
Community Engagement	Actively engage the community to gather input on city governance and issues of concern
Infrastructure Investment	Improve the community by making capital investments
Accountability	Improve Public Safety
Revenue and Development	Steward the City's financial resources and promote economic development to ensure sustainability and future growth.



RESOLUTION NO. 22-013

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing the City Manager to execute a Multi-Family Tax Exemption Agreement with SeaTac Star Development, LLC, related to the proposed building at the Amelia Multifamily site.

**WHEREAS**, RCW 84.14 and SMC 3.85 provide for a property tax exemption for the construction of multifamily housing; and

**WHEREAS**, the City has received an application for a multifamily tax exemption from SeaTac Star Development, LLC, for the Amelia Multifamily building, that will create 108 new apartments in the City's Urban Center, which is the Designated Residential Target Area as adopted in SMC 3.85.030 in accordance with RCW 84.14.040; and

**WHEREAS**, 19% of the apartments in the Amelia Multifamily building will be restricted to moderate-income households and 1% will be restricted to low-income households; and

**WHEREAS**, the Amelia Multifamily building qualifies for a 12-year exemption pursuant to RCW 84.14.020 (1)(a)(ii)(B); and

**WHEREAS**, pursuant to SMC 3.85.070, the City Manager has approved the application and the agreement between the City and SeaTac Star Development, LLC, which must be entered into prior to the City issuing a Conditional Certificate of Tax Exemption;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute the Multi-Family Tax Exemption Agreement with SeaTac Star Development, LLC, in substantially similar form as attached hereto as Exhibit A.

**PASSED** this 28<sup>th</sup> day of June, 2022 and signed in  
authentication thereof on this 28<sup>th</sup> day of June, 2022.

**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[MFTE Agreement—Amelia Multifamily]

**MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION  
AGREEMENT BETWEEN THE CITY OF SEATAC AND SEATAC STAR  
DEVELOPMENT, LLC, FOR AMELIA MULTIFAMILY**

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between the City of SeaTac, a Washington municipal corporation (the “City”) and SeaTac Star Development, LLC, a Washington limited partnership (the “Owner”).

**RECITALS**

**WHEREAS**, the City has an interest in increasing residential opportunities by stimulating construction of new multi-family housing in the Angle Lake Station Area, as designated in the City’s Comprehensive Plan (“Angle Lake Station Area”) to increase housing opportunities; and

**WHEREAS**, the City also seeks to achieve development densities that enhance the use of the community’s mass transit opportunities and the public investment in such opportunities and promote community development and fulfillment of the City’s Angle Lake Station Area Plan; and

**WHEREAS**, the City has, pursuant to the authority granted to it by RCW 84.14, designated the City’s Urban Center, as designated in the City’s Comprehensive Plan, as a Residential Targeted Area for the provision of either eight- or twelve-year limited multi-family property tax exemptions (“MFTE”) for qualifying multi-family residential housing; and

**WHEREAS**, the Angle Lake Station Area is located within the City’s Urban Center; and

**WHEREAS**, the City has, through Chapter 3.85 of the SeaTac Municipal Code (“SMC”), enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the King County Assessor that the property owner is eligible to receive a limited property tax exemption; and

**WHEREAS**, pursuant to SMC 3.85.060, the Owner submitted to the City a complete application on October 12, 2020 (the “Application”), for a twelve-year MFTE for constructing 289 units of new multi-family residential housing located in the Angle Lake Station Area, to be referred to as the “Amelia Multifamily” multi-family development (the “Project”, more specifically described below); and

**WHEREAS**, the Project is a development also known as 2929 Multifamily in the City’s files (SPR21-0001, SEP21-0001, VAR21-0001); and

**WHEREAS**, pursuant to SMC 3.85.070, the City’s Community and Economic Development Director and the City Manager have determined that the Project, if completed as

proposed, satisfies the requirements for a twelve-year Final Certificate of Tax Exemption as required under Chapter 3.85 SMC and has approved the Owner's Application; and

**WHEREAS**, the SeaTac City Council passed Resolution No. 22-\_\_\_ approving this Agreement and the terms of the Project and eligibility for the MFTE under Chapter 3.85 SMC;

## **AGREEMENT**

NOW, THEREFORE, the City and the Owner do mutually agree as follows:

### **1. Subject Property and Project.**

**1.1. The Property.** The Owner has submitted to the City preliminary site plans and floor plans for a multi-family residential housing development, located at 2929 South 200<sup>th</sup> Street, in the City's Angle Lake Station Area; (the "Property").

**1.2. The Project.** The proposed Project on the Property is a multi-family development that will consist of one multi-family building with a total of 108 units of apartments in a mix of studio, one-bedroom, and two-bedroom apartments and parking. During the term of this Agreement, the following housing rent - and income – restrictions shall apply:

1.2.1. A minimum of one percent (1%) of the housing units will be income set-aside for low-income households;

1.2.2. A minimum of 19 percent (19%) of the housing units will be income set-aside for moderate-income households.

**2. Conditional Certificate of Acceptance.** Upon execution of this Agreement by all parties, the City shall issue the Owner a conditional certificate of acceptance of tax exemption ("Conditional Certificate"), which shall expire three (3) years from the date of City Council approval unless an extension is granted by the City pursuant to SMC 3.85.070 (D).

### **3. Final Certificate of Tax Exemption.**

**3.1. Project Requirements.** To qualify for a final certificate of tax exemption ("Final Certificate"), the Owner shall complete construction of the Project on the Property:

3.1.1. in compliance with SMC 3.85.040;

3.1.2. substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City Council approval of this Agreement;

3.1.3. pursuant to all applicable Project permit conditions and requirements;

- 3.1.4. in compliance with all other generally applicable local, state, and federal land use, environmental, development, and building regulations; and
    - 3.1.5. within the three-year time period as provided for on the Conditional Certificate, or within any extension thereof granted by the City.
  - 3.2. **Application for Final Certificate.** The Owner may request a Final Certificate upon completion of the Project and the City's issuance of either a temporary or permanent certificate of occupancy. Such request shall be submitted pursuant to the requirements of SMC 3.85.100.
  - 3.3. **Granting of Final Certificate.** The City shall review and either grant or deny the Owner a Final Certificate for the Project pursuant to SMC 3.85.100.
  - 3.4. **Annual Reporting.** Upon the City's granting of a Final Certificate, the Owner shall be responsible to comply with the annual certification and reporting requirements pursuant to SMC 3.85.110, in addition to any and all other reporting requirements of the King County Assessor's office, to maintain the tax exemption status.
  - 3.5. **Cancellation of Tax Exemption.** The tax exempt status of the Project may be cancelled, and the Final Certificate revoked, pursuant to SMC 3.85.120.
4. **General Provisions.**
- 4.1. **Statute References.** In this Agreement, unless the context otherwise requires, a reference to the SMC or other statute or law is a reference to that provision as extended, applied, amended, or enacted from time to time and includes any subordinate legislation.
  - 4.2. **Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned, or transferred to it. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned, or transferred to it.
  - 4.3. **Amendment.** This Agreement may not be modified or amended except by writing signed by the parties and pursuant to SMC 3.85.080.

- 4.4. Assignment.** The Owner shall not assign or transfer any interest in this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.
- 4.5. No Waiver.** Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.
- 4.6. Severability.** Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.
- 4.7. Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed by first class or certified mail with postage prepaid to the address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.
- 4.8. Governing Law / Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.
- 4.9. Attorney's Fees.** If any party initiates legal proceedings related to the validity, construction, enforcement, interpretation, or breach of this Agreement, the substantially prevailing party shall be entitled to all costs of such proceedings including reasonable attorney's fees. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.
- 4.10. Headings.** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.
- 4.11. Recording.** Upon execution by all parties, the Owner shall timely record this Agreement against the Property with the King County Auditor at the sole expense of the Owner.
- 4.12. Authority.** Each individual executing this Agreement on behalf of the City and the Owner represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of each.



IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**CITY OF SEATAC**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
City of SeaTac  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

**OWNER**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
SeaTac Star Development, LLC  
1420 5th Avenue, Suite 2200  
Seattle, WA 98101

Approved as to form:

\_\_\_\_\_  
City of SeaTac Legal Department

STATE OF WASHINGTON)

) ss.

KING COUNTY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be an authorized representative of \_\_\_\_\_, who executed the foregoing instrument and acknowledged to me that the said instrument was signed as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
Notary Public, Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**CITY OF SEATAC**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
City of SeaTac  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188

**OWNER**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
SeaTac Star Development, LLC  
1420 5th Avenue, Suite 2200  
Seattle, WA 98101

Approved as to form:

\_\_\_\_\_  
City of SeaTac Legal Department

STATE OF WASHINGTON)  
) ss.  
KING COUNTY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be an authorized representative of \_\_\_\_\_, who executed the foregoing instrument and acknowledged to me that the said instrument was signed as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Print Name) \_\_\_\_\_  
Notary Public, Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_\_



## 2022 Income and Rent Limits - Multi-family Rental Housing

Effective 04/01/2022

### Maximum 2022 Household Income for Multi-family Rental Properties<sup>1</sup>

Family Size	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%	105%	110%	115%
1	\$28,290	\$33,005	\$37,720	\$42,435	\$47,150	\$51,865	\$56,580	\$61,295	\$66,010	\$70,725	\$75,440	\$80,155	\$84,870	\$89,585	\$94,300	\$99,015	\$103,730	\$108,445
2	\$32,310	\$37,695	\$43,080	\$48,465	\$53,850	\$59,235	\$64,620	\$70,005	\$75,390	\$80,775	\$86,160	\$91,545	\$96,930	\$102,315	\$107,700	\$113,085	\$118,470	\$123,855
3	\$36,360	\$42,420	\$48,480	\$54,540	\$60,600	\$66,660	\$72,720	\$78,780	\$84,840	\$90,900	\$96,960	\$103,020	\$109,080	\$115,140	\$121,200	\$127,260	\$133,320	\$139,380
4	\$40,380	\$47,110	\$53,840	\$60,570	\$67,300	\$74,030	\$80,760	\$87,490	\$94,220	\$100,950	\$107,680	\$114,410	\$121,140	\$127,870	\$134,600	\$141,330	\$148,060	\$154,790
5	\$43,620	\$50,890	\$58,160	\$65,430	\$72,700	\$79,970	\$87,240	\$94,510	\$101,780	\$109,050	\$116,320	\$123,590	\$130,860	\$138,130	\$145,400	\$152,670	\$159,940	\$167,210
6	\$46,860	\$54,670	\$62,480	\$70,290	\$78,100	\$85,910	\$93,720	\$101,530	\$109,340	\$117,150	\$124,960	\$132,770	\$140,580	\$148,390	\$156,200	\$164,010	\$171,820	\$179,630
7	\$50,100	\$58,450	\$66,800	\$75,150	\$83,500	\$91,850	\$100,200	\$108,550	\$116,900	\$125,250	\$133,600	\$141,950	\$150,300	\$158,650	\$167,000	\$175,350	\$183,700	\$192,050
8	\$53,310	\$62,195	\$71,080	\$79,965	\$88,850	\$97,735	\$106,620	\$115,505	\$124,390	\$133,275	\$142,160	\$151,045	\$159,930	\$168,815	\$177,700	\$186,585	\$195,470	\$204,355

<sup>1</sup> Based on the King County/Seattle-Bellevue Metro Median Income (4 persons): \$134,600

### Maximum Rents for Projects Based on Unit Size<sup>2, 3</sup>

Unit Type	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%	105%	110%	115%
Studio	\$707	\$825	\$943	\$1,060	\$1,178	\$1,296	\$1,414	\$1,532	\$1,650	\$1,768	\$1,886	\$2,003	\$2,121	\$2,239	\$2,357	\$2,475	\$2,593	\$2,711
1 Bedroom	\$757	\$883	\$1,010	\$1,136	\$1,262	\$1,388	\$1,515	\$1,641	\$1,767	\$1,893	\$2,020	\$2,146	\$2,272	\$2,398	\$2,525	\$2,651	\$2,777	\$2,903
2 Bedroom	\$909	\$1,060	\$1,212	\$1,363	\$1,515	\$1,666	\$1,818	\$1,969	\$2,121	\$2,272	\$2,424	\$2,575	\$2,727	\$2,878	\$3,030	\$3,181	\$3,333	\$3,484
3 Bedroom	\$1,050	\$1,225	\$1,400	\$1,575	\$1,750	\$1,925	\$2,100	\$2,275	\$2,450	\$2,625	\$2,800	\$2,975	\$3,150	\$3,325	\$3,500	\$3,675	\$3,850	\$4,025
4 Bedroom	\$1,171	\$1,366	\$1,562	\$1,757	\$1,952	\$2,147	\$2,343	\$2,538	\$2,733	\$2,928	\$3,124	\$3,319	\$3,514	\$3,709	\$3,905	\$4,100	\$4,295	\$4,490

<sup>2</sup> Monthly rental cost includes rent, utilities, and other required expenses

<sup>3</sup> Household size and corresponding rent limits are based on 1.5 persons per bedroom

# TRENT

DEVELOPMENT

May 16<sup>th</sup>, 2022

SeaTac City Council Members,

I am writing to further provide context and to advocate for our MFTE Application for the 108-unit multi-family project located at 2929 S 200<sup>th</sup> St. We believe that we are fully compliant with the requirements of the twelve-year multifamily tax exemption program and have proceeded with the expectation that we will be approved under the current application.

As a local developer of multi-family housing throughout our region, we firmly believe in the need for affordable housing and want to support that in any way we can. The region is vastly underdeveloped for housing and adding any supply to the city, near transit is much better than none.

Our project was originally slated to be market rate units but shifted to the twelve-year multifamily tax exemption program and added affordable and moderately affordable housing in response to what we heard as a need and desire for more affordable housing from the council.

The project at 2929 S 200<sup>th</sup> St has been in permitting for 16 months, was in design for years prior to submitting to the city and have just received our approved permits to be able to start construction. Throughout that time, we have agreed to replace ~200' of city water mains, accepted additional costs from utility service providers and seen overall project costs rise in accordance with local escalation of over twenty percent per year.

We're currently in the process of securing construction financing for the project and, due to the recent extreme escalation in construction costs and supply chain volatility, any reduction in revenue projections could jeopardize start of construction and the viability of the project entirely. Our hope is that the success of our project will act as a catalyst for future development in the area, including affordable housing. Absent a clear requirement or any added benefit for the increased restrictions, it's also difficult to justify the revenue limitations to our financial partners and lenders.

We look forward to working together with the City of SeaTac for years to come but also must reiterate the we are compliant with the current program requirements and our projects viability is contingent on approval in our current proposal.

Sincerely,

Luke Gemperline – Development Manager for the Amelia Apartments

22-014  
**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington, authorizing the use of electronic and digital signatures in the city of SeaTac; and adopting an electronic and digital signature policy.

**WHEREAS**, in Chapter 19.360 RCW, the Washington State Legislature, to the extent not already authorized by federal or state law, authorized electronic dealings for governmental affairs and established the implementation framework for electronic governmental affairs and governmental transactions; and

**WHEREAS**, in March 2020, through Engrossed Substitute Senate Bill 6028 ("ESSB 6028"), the Washington State Legislature repealed Chapter 19.360 RCW and adopted the Uniform Electronic Transactions Act, which was codified in Chapter 1.80 RCW and effective June 11, 2020;

**WHEREAS**, the intent of Chapter 1.80 RCW is to facilitate use of electronic transactions consistent with other applicable law, and to bring consistency to reasonable practices concerning electronic transactions and with the continued expansion of those practices; and

**WHEREAS**, to increase the effectiveness and efficiency of the City of SeaTac's business processes, the City desires to leverage technology solutions which are in compliance with Chapter 1.80 RCW in order to apply authenticated electronic signatures to legally enforceable electronic records as allowed by Chapter 1.80 RCW.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON, HEREBY RESOLVES as follows:**

**Section 1.** The City Council finds it to be in the public interest to allow the use of electronic records and electronic signatures for City business consistent with the Uniform Electronic Transactions Act, Chapter 1.80 RCW.

**Section 2.** The City Council hereby adopts the Electronic and Digital Signature Policy attached hereto as Exhibit "A".

**PASSED** this 13<sup>th</sup> day of September, 2022, and signed in authentication thereof on this 13<sup>th</sup> day of September, 2022.

CITY OF SEATAC



Senayet Negusse, Deputy Mayor

ATTEST;



Kristina Gregg, City Clerk

Approved as to form:



Cindy Corsilles, Senior Assistant City Attorney

[Resolution adopting Electronic/Digital Signature Policy]



# City of SeaTac

## Policies and Procedures

<b>Policy Number:</b>	CW
<b>Policy Name:</b>	Electronic and Digital Signatures
<b>Department(s):</b>	Citywide
<b>Effective Date:</b>	
<b>Supersedes:</b>	
<b>Prepared by:</b>	Gwen Pilo; Finance & Systems Director
<b>Approved by:</b>	
<b>Signature:</b>	

### **Purpose:**

To establish an electronic signature policy for the City, allowing for the acceptance and submission of electronic and digital signatures and to provide reasonable assurance of the integrity and authenticity of electronic documents when electronic signatures are used.

Reducing the City's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Consistent with the intent of Washington State law to promote electronic transactions, this policy seeks to establish guidelines for the use of electronic signatures for certain City transactions.

### **References:**

Chapter 1.80 RCW, Uniform Electronic Transactions Act  
**15 U.S.C. Ch. 96** Electronic Signatures in Global and National Commerce Act

### **Definitions:**

Definitions pertaining to electronic and digital signatures are found in Chapter 1.80 RCW, except for the following:

**Authorized Signer:** The Mayor, City Manager, Deputy City Manager, City Clerk, City Attorney, Department Directors, and their designees, and any other City employee or elected official who has been granted authority to sign certain records on behalf of the City, either by the nature of their position in relation to the record or by direct authorization from City Council or SeaTac Municipal Code.

**Digital Signature:** One type of electronic signature that contains a digital certificate, issued by a licensed certificate authority, behind the signature and offers authentication when sending a "signed" electronic document.

**Facsimile Signature:** A reproduction of a handwritten signature that has been saved electronically or by engraving, imprinting or stamping.

**Wet Signature:** A signature created when a personal physically marks a document with the intent to sign the record.

**Policy:**

**A. Authorization and Use**

The City authorizes electronic transactions and the use of electronic, digital, or facsimile signatures in accordance with this Policy.

1. Authorized Signers are authorized to sign records using a facsimile signature or via the City's selected electronic signature platform to affix electronic or digital signatures to City records as provided in this policy.
2. Authorized Signers are authorized to affix electronic signatures to any contracts and other documents to which the City of SeaTac is a party, including but not limited to City Council, Boards or Commission actions or meeting minutes, resolutions and ordinances adopted or passed by the City Council, and claim vouchers approved by the City Council.
3. Electronic, digital, or facsimile signatures may be used on City records requiring execution by a third party.
4. Electronic signatures may be applied using other electronic signature tools, such as Adobe, for documents such as internal documents.
5. A document signed electronically, digitally or via facsimile shall be deemed as legally binding and equivalent in nature to a document signed with a wet signature.
6. A document that is required by law to be signed in a non-electronic media may not be electronically or digitally signed.
7. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the City Manager, Deputy City Manager, City Clerk, City Attorney, or Department Director by a designee shall use their own electronic signature.
8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
9. This Policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

**B. Authentication and Security and Storage of Electronic, Digital, and Facsimile Signatures**

In order to accept facsimile, emailed, or scanned electronic or digital signatures in lieu of an original written signature, the authenticity of the facsimile, emailed, or scanned, electronic, or digital signature must be verified by the receiving party. Such means of verification may include:

1. The receipt of a faxed signature from a facsimile number verified as belonging to or traceable to the party that did so sign and transmit the document.
2. The receipt of an emailed signature from an email address verified as belonging to the party that did so sign and transmit the document.
3. The receipt of electronic signature from a verifiable system as belonging to the party that did so sign the document.

Information that is necessary to verify the authenticity of an electronic, or facsimile signature should be retained and transmitted to the Records Division along with the contract. This retained information may include, but is not limited to, an electronic file with metadata saved from commercial e-signature software, and email to which a facsimile signature was attached, or a fax coversheet or other record verifying who sent the record.

**RESOLUTION NO. 22-015**

A RESOLUTION of the City Council of the City of SeaTac, Washington, to finalize the 2022 unclaimed property reporting to the State of Washington.

**WHEREAS**, State law requires that outstanding, stale dated municipal checks be cancelled by passage of a Resolution; and

**WHEREAS**, the City of SeaTac has a number of outstanding, stale dated municipal checks that need be cancelled; and

**WHEREAS**, the City of SeaTac Finance Department and SeaTac Municipal Court has made all reasonable attempts to resolve these outstanding municipal checks; and

**WHEREAS**, the City Council of the City of SeaTac wishes to cancel all outstanding, stale dated municipal checks and unclaimed deposits as detailed in Exhibit A;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:**

Section 1. The SeaTac City Council declares the cancellation of municipal checks and unclaimed deposits as detailed in Exhibit A.

**PASSED** this 25th day of October, 2022, and signed in authentication thereof on this 25th day of October, 2022.

**CITY OF SEATAC**

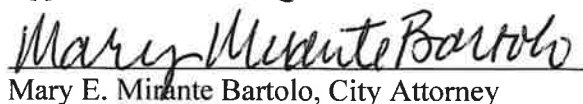


Senayet Negusse, Deputy Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney

# EXHIBIT A

## 2022 UNCLAIMED PROPERTY REPORT

### Municipal Court Records sent to UCP through 6-30-2022

<u>Check Date</u>	<u>Check Amount</u>	<u>Payee</u>	<u>Comments</u>
2/10/2017	\$ 500.00	Qun'tay Vendell Berry Jr.	Bail Refund
10/19/2016	\$ 200.00	James Earl Houston	Bail Refund
12/17/2019	\$ 250.00	Cynthia Williams	Bail Refund
12/19/2018	\$ 2,000.00	Mamadou Kaba Diallo	Bail Refund
7/12/2018	\$ 50.00	Jose Antonio Lino	Bail Refund
6/8/2017	\$ 250.00	Terrell Jerome Jackson	Bail Refund
4/5/2019	\$ 250.00	Carlos Alfredo Sanchez	Bail Refund
3/20/2019	\$ 200.00	James Walker Jr.	Bail Refund
4/1/2020	\$ 1.00	Murayo Yusuf Guled	Bail Refund
2/19/2020	\$ 39.90	Alliance One, Inc	Miscellaneous Trust
2/19/2020	\$ 61.75	Alliance One, Inc	Miscellaneous Trust
11/20/2019	\$ 89.68	Lopez CR0022049	Miscellaneous Trust
11/6/2019	\$ 75.00	Mo Isaak	Miscellaneous Trust
2/25/2020	\$ 6.00	Ncourt, Co	Miscellaneous Trust
1/13/2015	\$ 18.90	Alliance One	Miscellaneous Trust
6/20/2018	\$ 70.58	Lisa Zaher Armstrong	Miscellaneous Trust
5/4/2017	\$ 30.00	Moaed Hammo	Over Payment
11/10/2017	\$ 30.00	Amanider Singh	Over Payment
9/12/2018	\$ 25.00	Alliance One	Over Payment
11/13/2019	\$ 1.00	Margaret Njoki Wachira	Suspense
2/13/2020	\$ 104.63	John Houn	Restitution
11/22/2017	\$ 65.47	Jenna Frasca	Restitution
3/9/2020	\$ 2,800.00	Mahamoud Djama	Restitution
<b><u>TOTAL MUNICIPAL COURT</u></b>		<b>\$ 7,118.91</b>	

### Finance Dept Records sent to UCP (07-01-19 thru 06-30-2020)

<u>Check #</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Payee</u>	<u>Comments</u>
125089	7/5/2019	\$ 100.00	James H Hollinger	Unclaimed
125091	7/5/2019	\$ 1.95	John Letourneau	Unclaimed
125954	10/4/2019	\$ 38.15	Matthew Ahlen	Unclaimed
125958	10/4/2019	\$ 29.11	Michelle Huynh	Unclaimed
127195	2/20/2020	\$ 30.58	Blaine F Roberts	Unclaimed
127275	2/20/2020	\$ 27.48	Isaiah White	Unclaimed
127310	2/20/2020	\$ 62.42	Mark Civerella	Unclaimed
128043	6/4/2020	\$ 50.00	Assurance Team Money Mgmt	Unclaimed
<b><u>TOTAL FINANCE</u></b>		<b>\$ 339.69</b>		

**GRAND TOTAL** \$ **7,458.60**

**RESOLUTION NO. 22-016**

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing entry into a Transit Way Agreement with Sound Transit.

**WHEREAS**, in 1996, 2008, and 2016, pursuant to state law, the Central Puget Sound Regional Transit Authority (known as "Sound Transit") proposed, and Central Puget Sound voters approved financing for, regional transit system plans known as Sound Move, ST2, and ST3, respectively;

**WHEREAS**, these regional transit system plans included, among other projects, the Central Link Project, Airport Link Project, the South 200th Link Extension Project and the Federal Way Link Extension Project ("Projects") connecting the cities of Seattle, Tukwila, SeaTac, Des Moines, Kent, and Federal Way.

**WHEREAS**, on February 16, 2006, Sound Transit and the City entered into a Development and Transit Way Agreement for the Central Link Light Rail Airport Link Project (GLR 0028-06);

**WHEREAS**, on July 20, 2012, Sound Transit and the City entered into a Development and Transit Way Agreement for the South 200th Link Extension Project (GA 0162-12);

**WHEREAS**, on April 10, 2019, Sound Transit and the City entered into an Agreement for Grant of Non-Exclusive Use of a Light Rail Transit Way as Related to the Federal Way Link Extension Light Rail Transit Project (GA 0048-18); and

**WHEREAS**, the City and Sound Transit desire to consolidate the related provisions of the three prior Transit Way Agreements into one consistent agreement referred to as a Consolidated Transit Way Agreement to grant a non-exclusive use of a Light Rail Transit Way in the City with appropriate terms and conditions that will satisfy the Federal Transit Administration's continuing control requirements;

**WHEREAS**, the City and Sound Transit agree and acknowledge that effective upon execution of this Consolidated Transit Way Agreement, the three prior Agreements referenced under GLR 0028-06, GA 0162-12 and GA 0048-18, transit way related provisions will be terminated and superseded by this Consolidated Transit Way Agreement, GA 0109-20.



**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF  
SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute, on behalf of the City, a Transit Way Agreement with Sound Transit generally in the form attached to this Resolution as Exhibit A.

**PASSED** this 25th day of October, 2022 and signed in  
authentication thereof on this 25th day of October, 2022.

**CITY OF SEATAC**



Senayet Negusse, Deputy Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

[Transit Way Agreement with Sound Transit]

## **AGREEMENT BETWEEN THE CITY OF SEATAC AND SOUND TRANSIT FOR GRANT OF NON-EXCLUSIVE USE OF A LIGHT RAIL TRANSIT WAY**

This AGREEMENT is entered into by and between the City of SeaTac (the "City") and Central Puget Sound Regional Transit Authority ("Sound Transit") and is effective when signed by all parties.

### **RECITALS**

**WHEREAS**, Sound Transit is a governmental entity created pursuant to Chapters 81.104 and 81.112 RCW with all powers necessary to implement a high capacity transit system within its boundaries in King, Pierce, and Snohomish Counties, including the right to construct and maintain facilities in public rights of way without a franchise (RCW 81.112.100 and RCW 35.58.330);

**WHEREAS**, the City is a non-charter optional municipal code city incorporated under the laws of the State of Washington pursuant to Title 35A RCW;

**WHEREAS**, the City owns and operates city streets, and other infrastructure improvements within the City boundaries where Sound Transit proposes certain transit improvements and light rail;

**WHEREAS**, the Growth Management Act (Chapter 36.70A RCW) requires the City to plan for and encourage regional high capacity transportation facilities such as the Link Light Rail Transit Project (RCW 36.70A.020);

**WHEREAS**, in 1996, 2008, and 2016, pursuant to state law, the Central Puget Sound Regional Transit Authority (known as "Sound Transit") proposed, and Central Puget Sound voters approved financing for, regional transit system plans known as Sound Move, ST2, and ST3, respectively;

**WHEREAS**, these regional transit system plans included, among other projects, the Central Link Project, Airport Link Project, the South 200th Link Extension Project and the Federal Way Link Extension Project ("Projects") connecting the cities of Seattle, Tukwila, SeaTac, Des Moines, Kent, and Federal Way.

**WHEREAS**, on February 16, 2006, Sound Transit and the City entered into a Development and Transit Way Agreement for the Central Link Light Rail Airport Link Project (GLR 0028-06);

**WHEREAS**, on July 20, 2012, Sound Transit and the City entered into a Development and Transit Way Agreement for the South 200th Link Extension Project (GA 0162-12);

**WHEREAS**, on April 10, 2019, Sound Transit and the City entered into an Agreement for Grant of Non-Exclusive Use of a Light Rail Transit Way as Related to the Federal Way Link Extension Light Rail Transit Project (GA 0048-18);

**WHEREAS**, Sound Transit is delivering the Federal Way Link Extension Project as a design/build procurement ("Design/Build") and has been coordinating with the City in preparation for Project Design and Construction; and

**WHEREAS**, the City and Sound Transit desire to consolidate the related provisions of the three prior Transit Way Agreements into one consistent agreement and hereinafter will be collectively referred to as "Consolidated Transit Way Agreement" to grant a non-exclusive use of a Light Rail Transit Way in the City with appropriate terms and conditions that will satisfy the Federal Transit Administration's continuing control requirements; and

**WHEREAS**, the City and Sound Transit agree and acknowledge that effective upon execution of this Consolidated Transit Way Agreement, the three prior Agreements referenced under GLR 0028-06, GA 0162-12 and GA 0048-18, transit way related provisions are hereby terminated and superseded by this Consolidated Transit Way Agreement, GA 0109-20.

**WHEREAS**, the City and Sound Transit agree and acknowledge the remaining provisions in the Development Agreements incorporated in GLR 0028-06 and GA 0162-12 remain in effect until such provisions are satisfied per the prior Agreements.

**NOW THEREFORE**, in consideration of mutual promises and covenants herein contained related to the grant of a non-exclusive use of a Light Rail Transit Way by the City to Sound Transit to construct, operate, maintain, and own a Light Rail Transit System in the City of SeaTac within and along the Light Rail Transit Way, the parties hereto agree to the terms and conditions as follows:

## **SECTION I. DEFINITIONS**

For purposes of this Agreement, the following terms, phrases, words, and their derivations shall have the meaning given herein where capitalized; words not defined herein shall have their ordinary and common meaning. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, words in the singular number include the plural number, and the use of any gender shall be applicable to all genders whenever the sense requires. The words "shall" and "will" are mandatory and the word "may" is permissive. References to governmental entities, whether persons or entities, refer to those entities or their successors in authority. If specific provisions of law referred to herein be renumbered, then the reference shall be read to refer to the renumbered provision. References to laws, ordinances or regulations shall be interpreted broadly to cover government actions, however nominated, and include laws, ordinances, and regulations now in force or hereinafter enacted or amended.

1.1 Agreement. "Agreement" means this Consolidated Light Rail Transit Way Agreement.

1.2 City. "City" means the City of SeaTac and any successor or assignee following an assignment that is permitted under this Agreement.

1.3 Director. "Director" means the Director of Public Works of the City of SeaTac.

1.4 Emergency. "Emergency" means, except as otherwise provided, a sudden, unexpected occurrence or set of circumstances demanding immediate action in order to prevent and/or avoid an imminent threat to public health or safety, public or private property, or to prevent and/or avoid serious environmental degradation.

1.5 Federal Way Link Extension Project. "Federal Way Link Extension Project" means the segments of the Light Rail Transit System in the City as described in Sound Transit Board Resolution 2017-02 and subsequent approved permits and agreements.

1.6 Final Right-of-Way Plans. "Final Right-of-Way Plans" means prints having the proposed limits of the Light Rail Transit Way mathematically tied to existing City monumentation and the Washington State Coordinate Plane System.

1.7 Issued for Construction Plans. "Issued for Construction Plans" means plans showing in detail, the proposed construction and specifications of the Light Rail Transit System including alignment drawings showing the exact limits of the Light Rail Transit Way.

1.8 Liability. "Liability" means all loss, damages, cost, expense (including costs of investigation and attorney fees and expenses at arbitration, trial or appeal and without institution of arbitration or suit), liability, claims, and demands of whatever kind of nature (including those arising under the Federal Employers Liability Act), arising in any way out of an occurrence relating to this Agreement or occurring on or relating to the Light Rail Transit System described herein.

1.9 Light Rail Transit Facility. "Light Rail Transit Facility" means a structure, rail track, equipment, maintenance base, or other improvement of a Light Rail Transit System, including but not limited to ventilation structures, traction power substations, signal bungalows, Light Rail Transit Stations and related passenger amenities, bus layover and inter-modal passenger transfer facilities, and station access facilities.

1.10 Light Rail Transit Station. "Light Rail Transit Station" means a Light Rail Transit Facility whether at grade, above grade or below grade that provides pedestrian access to Light Rail Transit System vehicles and facilitates transfer from light rail to other modes of transportation. A Light Rail Transit Station may include mechanical devices such as elevators and escalators to move passengers and may also include such passenger amenities as informational signage, seating, weather protection, restrooms, fountains, or artwork.

1.11 Light Rail Transit System. "Light Rail Transit System" means a public rail transit line, including Light Rail Transit Facilities, all infrastructure (including light rail vehicles operating on the Light Rail Transit Way), passenger services and communication equipment, that operates at grade level, above grade level, or in a tunnel and that provides high-capacity, regional transit service owned or operated by a regional transit authority authorized under Chapter 81.112 RCW. A Light Rail Transit System may be designed to share a Public Right-of-Way although it may also use a separate right-of-way. Commuter rail and low capacity, or excursion rail transit service are not included.

1.12 Light Rail Transit Way. "Light Rail Transit Way" means the areas within the Public Right-of-Way occupied by Sound Transit for its Light Rail Transit System pursuant to this Agreement, as shown on the Record Drawings approved by the Director and on file with the City.

1.13 Parties. "Parties" means the City of SeaTac and Sound Transit.

1.14 Passenger. "Passenger" means any person who is not an employee of Sound Transit, and who is aboard any Sound Transit Light Rail Transit System vehicle.

1.15 Project(s). "Project(s)" means those segments of the Light Rail Transit System in the City collectively built under the Central Link Project, the Airport Link Project, the S. 200<sup>th</sup> Link Extension Project and the Federal Way Link Extension Project.

1.16 Public Rights-of-Way. "Public Rights-of-Way" means the areas above, below, on and over public streets and easements which, under the SeaTac Municipal Code, the City ordinances, and applicable laws, the City has authority to grant rights of way, permits, or licenses for use thereof or has regulatory authority therefor.

1.17 Record Drawings. "Record Drawings" means the final set of neatly and legibly marked set of contract drawings, maintained by Sound Transit's Design-Build Contractor with up-to-date information, showing the final locations of all items of work.

1.18 Routine Maintenance and Operation. "Routine Maintenance and Operation" means Sound Transit's maintenance and operation of the Light Rail Transit System that does not require (i) the excavation of soil that would alter or disturb the Public Rights-of-Way, or (ii) the use of heavy machinery within fifty (50) feet of or upon the Public Rights-of-Way.

1.19 Sound Transit. "Sound Transit" means the Central Puget Sound Regional Transit Authority, and any other entity to the extent such entity, as permitted under this Agreement, is exercising any rights to operate the Light Rail Transit System over any portion of the Light Rail Transit Way pursuant to a specific written grant of such rights by Sound Transit.

1.20 Third Party. "Third Party" means any person other than the City or an employee of the City, and any person other than Sound Transit or an employee of Sound Transit.

1.21 Track Access Permit. "Track Access Permit" means the process for track access, including the management, scheduling, and authorization of access to employees, third parties, and contractors to perform work on, near, or adjacent to the Light Rail Transit System or any Sound Transit Light Rail Transit facility. The work permit form, current track access procedures, and further information is located here: <https://www.kcmetroraildivision.com/track-access>.

## **SECTION II. GRANT OF RIGHTS BY THE CITY**

2.1 Grant of Non-Exclusive Use of a Light Rail Transit Way. The City grants to Sound Transit a non-exclusive use of certain portions of the Public Rights-of-Way, the general location of which is described and depicted on **Exhibits A and B** hereto, to be known as a Light Rail Transit Way, to construct, operate, maintain, and own a Light Rail Transit System in, upon, above, beneath and along the Light Rail Transit Way in accordance with the terms and conditions of this Agreement.

Final Right-of-Way Plans for the Airport Link Project and South 200<sup>th</sup> Link Extension Project are attached in Exhibit C-1 hereto. That portion of the Light Rail Transit Way created as part of the Federal Way Link Extension Project shall be limited to the areas described and depicted generally

in the plans and profile drawings contained in **Exhibit C-2** hereto and more fully described in the Final Right-of-Way Plans and hereby incorporated by reference. The Director or designee and Sound Transit's Deputy Executive Director or designee of Design and Engineering shall, from time to time, jointly revise and modify **Exhibit C-2** to conform to the Issued for Construction Plans and the Final Right-of-Way Plans as long as the revisions are, in their judgment, within the scope and intent of **Exhibit C-2**. The Director is hereby expressly delegated the authority to revise and modify **Exhibit C-2** from time to time consistent with the terms of this paragraph. This grant of a non-exclusive use of certain portions of the Public Rights-of-Way shall take effect and be based upon the Issued for Construction Plans and Final Right-of-Way Plans approved by the Director. Sound Transit expressly agrees that it will construct, operate, and maintain the Light Rail Transit System in compliance with this Agreement and all applicable City ordinances, state, and federal laws, now or hereafter amended.

2.2 Rights Limited to Light Rail Transit System. The non-exclusive use of a Light Rail Transit Way is granted solely for the purpose of construction, maintenance, operation, and ownership of the Light Rail Transit System. Sound Transit shall not, without the City's written consent, construct on or along the Light Rail Transit Way any additions to or expansions of the Light Rail Transit System subsequent to the construction done in accordance with the Issued for Construction Plans and with the Final Right-of-Way Plans. Notwithstanding the foregoing, nothing contained herein shall prevent Sound Transit from replacing Light Rail Transit Facilities or equipment after first obtaining any necessary permits and other authorizations from the City.

2.3 Work Permitted in Light Rail Transit Way. Sound Transit understands and agrees that during the normal course of Light Rail Transit Way use, the City will engage in activities within the Public Rights-of-Way such as construction, maintenance, demolition, leasing, licensing, permitting, and similar activities that have the potential to cause interruption to the Light Rail Transit System. Sound Transit understands and agrees that such activities may be caused, from time to time, by reasons including but not limited to: (i) traffic conditions, (ii) public safety, (iii) construction of facilities which constitute permissible uses of the Public Rights-of-Way ("ROW"), (iv) repair of ROW (including resurfacing or widening), (v) change of grade to ROW, (vi) response to emergencies and natural disasters, and (vii) construction, installation, maintenance or repair of sewer drains, water pipes, power lines, signal lines, traffic control devices, tracks, communication systems, public works, public facilities or improvements, or any utilities. The City agrees that such activities, to the extent they are permitted or controlled by the City, shall not occur within the Light Rail Transit Way without written notice to Sound Transit. All such activities done by or for the City shall be undertaken in a manner that minimizes, to the greatest extent possible, disruption to operation of the Light Rail Transit System. Before commencement of any work, the City will apply for, and direct all Third Parties to apply for; a Track Access Permit in accordance with Sound Transit's then current track access standard operating procedures (See **Exhibit D**), for which approval shall not be unreasonably withheld or delayed, taking into account the nature of the proposed entry. Typical routine maintenance work, including but not limited to street sweeping, deicing, snow control, flood control, storm and sanitary sewer cleaning, landscaping and water main flushing, will not be subject to the track access notification or permit requirements so long as such work is not on, near or adjacent to the rail right-of-way or any Sound Transit Facilities. The rail right-of-way is defined as the area and property that extends 10feet from the nearest rail and/or property that is dedicated to Light Rail mainline operations.



2.4 Non-Exclusive Use. Sound Transit understands that the rights granted herein are non-exclusive. The City shall have the right to agree to other non-exclusive uses or occupancies of the Light Rail Transit Way. The City agrees that such uses or occupancies shall not unreasonably impair the ability of Sound Transit to operate the Light Rail Transit System.

2.5 Use Restricted. This Agreement does not authorize the provision of any services by Sound Transit other than the services strictly related to the operation of the Light Rail Transit System. Sound Transit's use of the Light Rail Transit Way for anything other than a Light Rail Transit System shall require written permission from the City.

2.6 Ownership. Sound Transit owns all tracks and other Light Rail Transit Facilities within the Light Rail Transit Way, including, without limitation, improvements constructed at the cost and expense of Sound Transit that are not otherwise transferred to and accepted by the City. Nothing in this Agreement shall be construed as granting to Sound Transit any interest or right in the Light Rail Transit Way or the improvements on the Light Rail Transit Way other than the rights expressly provided herein.

2.7 No Rights by Implication. No rights shall pass to Sound Transit by implication. Without limiting the foregoing, by way of example and not limitation, this Agreement shall not include or be a substitute for the following:

A. Any other permit or authorization required for the privilege of transaction and carrying on a business within the City that may be required by the ordinances and laws of the City; or

B. Any permit, agreement or authorization required in connection with operations on or in public streets or property, including by way of example and not limitation, street cut permits; or

C. Any permits or agreements for occupying any other property of the City or private entities to which access is not specifically granted by this Agreement.

2.8 Utilities Agreements. This Agreement shall not be interpreted as diminishing in any way the City's ability to provide, control or charge for any City utility services existing now or in the future.

### **SECTION III. PERMITS**

3.1 Permits and Licenses. Sound Transit, at its sole cost and expense, shall (i) secure and maintain in effect, all federal, state, and local permits and licenses required for the construction, operation, and maintenance of the Light Rail Transit System, including, without limitation, crossing, zoning, building, health, environmental, and communication permits and licenses, and (ii) indemnify the City against payment of the costs thereof and against any fines or penalties that may be levied for failure to procure, or to comply with, such permits or licenses, as well as any remedial costs incurred by the City in curing any such failures.

3.2 Non-Interference. The City shall not interfere with Sound Transit's ability to secure, obtain, and maintain, at Sound Transit's sole cost and expense, any permits, licenses or approvals of other governmental agencies or authorities, or of any necessary Third Parties, for the use of any structures or facilities, including streets, roads, or utility poles not owned by the City.

#### **SECTION IV. FEDERAL WAY LINK EXTENSION CONSTRUCTION**

4.1 Approval of Construction. Sound Transit shall obtain the approval of the Director of all Light Rail Facility Issued for Construction Plans for work in the Public Right-of-Way prior to any such work commencing. Issued for Construction Plans must be accompanied by Final Right-of-Way Plans. Approval for construction shall consist of the issuance of a construction permit or permits by the Director for each Federal Way Link Extension Project section or contract to be constructed by Sound Transit within the Public Rights-of-Way.

4.2 Record Drawings. Within twelve (12) months of Sound Transit's date of the Federal Way Link Extension revenue service, Sound Transit shall furnish to the City Record Drawings of the Issued for Construction Plans and Final Right-of-Way Plans for the Federal Way Link Extension Project, including Record Drawings and associated electronic AUTOCAD and GIS files showing the as-built condition. Upon mutual agreement as to the types and number of drawings required, Sound Transit shall furnish to the City drawings sufficient to describe the project spatially in the Washington State Plane Coordinate System. Sound Transit will assist in the conversion to the City coordinate system, if necessary.

4.3 Entry Upon Light Rail Transit Way. Sound Transit, its employees, and agents shall have the right, as defined and limited pursuant to Section V of this Agreement, to enter upon the Light Rail Transit Way for the purpose of constructing, operating, and maintaining the Light Rail Transit Facilities.

4.4 Temporary Use of Public Rights-of-Way. During construction of the Light Rail Transit System, Sound Transit, with the prior written agreement of the City, and approval of any required permits, may fence portions of the Public Rights-of-Way for the temporary storage of construction equipment and materials, provided that such structures and fences (i) do not interfere with or disrupt in any way, other than ways approved in advance by the City, the ordinary use of the Public Right-of-Way; (ii) do not interfere with or disrupt in any way, other than in ways approved in advance by the City, the ordinary access to property on either side of the Public Right-of-Way; (iii) are not used for construction worker parking; and (iv) do not unnecessarily limit the public's right to travel within the Public Right-of-Way. Sound Transit shall not store or temporarily place any goods, materials, or equipment (i) near a roadway, intersection, or crossing in such a manner as to interfere with the sight distance of persons approaching such crossing; or (ii) within such greater distance as prohibited by the City; provided, however, that fuel and other hazardous substances shall not be stored unless approved by appropriate officials of the City Fire Department.

4.5 Utilities During Construction. The City recognizes that the Light Rail Transit System is an essential public facility and public transportation improvement. Sound Transit will coordinate with all utilities to minimize utility relocation costs and related construction and will negotiate with non-City-owned utilities on utility relocation costs and cost allocation. Sound Transit shall

fully indemnify the City for any claim and undertake the defense of any litigation directed at the City arising from the City's exercise of its franchise authority to direct such relocation to accommodate the construction of the Light Rail Transit System. The City shall cooperate fully with Sound Transit in the defense of any such claim or litigation. Notwithstanding the foregoing, the Parties agree that Sound Transit shall pay for any and all costs for relocation or protection of City-owned storm water utilities that the City determines is necessary due to construction, maintenance, or operation of the Light Rail Transit System. The specific allocation of costs of such relocation shall be defined in a series of future agreements between the City and Sound Transit relating to the separate construction segments of the Light Rail Transit System, each agreement to be entered into before construction on the particular segment begins.

4.6 Work Completed by Sound Transit. Sound Transit, at Sound Transit's sole cost and expense, will furnish all materials, parts, components, equipment, and structures necessary to construct and operate the Light Rail Transit System, or any part thereof, in accordance with this Agreement. Any and all work by Sound Transit shall be done in a good and workman-like manner, in conformity with all applicable engineering, safety, and other statutes, laws, ordinances, regulations, rules, codes, permits, orders, or specifications of any public body or authority having jurisdiction.

4.7 Installation. All facilities and installations must meet or exceed applicable specifications of the City and be in compliance with all existing federal, state, and local laws, ordinances, permits, and regulations.

4.8 Track Support. During any work of any character by Sound Transit at locations of the Light Rail Transit Facilities, and in accordance with the Issued for Construction Plans, Sound Transit will support the tracks and roadbed of the Light Rail Transit System in such manner as is necessary for the safe operation of the Light Rail Transit System and ordinary use of the Public Rights-of-Way.

4.9 Imminent Danger. If, during construction, there is an Emergency or the Light Rail Transit System creates or is contributing to an imminent danger to health, safety, or property that Sound Transit is unable to immediately address, the City may protect, support, temporarily disconnect, remove, or relocate any or all parts of the Light Rail Transit System without prior notice, and seek reimbursement from Sound Transit for all costs incurred. The City shall provide notice of such Emergency or danger along with any actions taken to Sound Transit as soon as practicable taking into account the nature and complexity of the Emergency or imminent danger.

4.10 Accommodation of Moving Structures. Sound Transit shall, on the request of any Third Party holding a valid permit issued by a governmental authority and a Sound Transit Track Access permit, temporarily raise or lower its wires to permit the moving of buildings or other objects. Sound Transit may require that the expense of such temporary removal or raising or lowering of wires be paid in advance by the Third Party requesting the same.

4.11 Information Regarding Ongoing Work. In addition to providing notice to the public of ongoing work as may be required under applicable law, Sound Transit shall develop a comprehensive project-specific communication plan in coordination with the City to establish and maintain effective communication with residents and businesses to allow them to be fully informed about potentially significant disruptions, such as temporary street closures, changes in

transit service, and parking availability. As part of the communication plan, Sound Transit will work with community and neighborhood groups as well as the City's Communications Manager prior to and through the construction process to identify types of impacts that would occur and communicate minimization and mitigation activities to address such impacts.

4.12 Restoration of Public Rights-of-Way. Sound Transit shall promptly repair any and all Public Rights-of-Way and public property that is disturbed or damaged during the construction of its Light Rail Transit System to substantially the same condition, or in the case of street surfaces, better condition if reasonably necessary and within a mutually agreed-upon timeframe commensurate with the scope of repairs. In the event Sound Transit does not comply with the foregoing requirement, the City may, upon reasonable advance notice to Sound Transit, take the actions to restore the Public Rights-of-Way or public property at Sound Transit's sole cost and expense.

4.13 Federal Grant Conditions. Sound Transit's design and construction of the Federal Way Link Extension Project may become subject to a financial assistance agreement between Sound Transit and the Federal Transit Administration ("FTA"). Both parties recognize that amendments to this Agreement may be necessary in order to comply with FTA funding requirements.

## **SECTION V. ENTRY NOTICE**

5.1 Access. Sound Transit, its employees and agents shall have access to the Public Rights-of-Way in connection with Sound Transit's construction, operation, and maintenance of the Light Rail Transit System as is reasonably necessary in accordance with specific conditions within this Agreement. However, except to the extent expressly provided in this Agreement, this right of access shall not be deemed to require the City to take any actions or expend any funds to enable such persons to exercise such rights of access, and provided further that such access may not interfere with or disrupt in any way, other than in ways approved in advance by the City, the use of the Light Rail Transit Way by the City or Third Parties in and along the Light Rail Transit Way.

5.2. Notice Prior to Initial Entry. During the Federal Way Link Extension Project construction, Sound Transit shall give the City at least seventy-two (72) hours written notice before initial entry upon any portion of the Public Rights-of-Way for construction purposes.

5.3 Entry after Project Construction. After construction, any entry by Sound Transit onto the Public Rights-of-Way that is not pursuant to the Routine Maintenance and Operation of the Light Rail Transit System or for purposes relating to an Emergency shall require (i) advance written notice from Sound Transit to the City not less than ten (10) days prior to Sound Transit's planned entry, with notice to specify the purpose of the entry; (ii) if entry involves any new connection or removal of any portion of the Light Rail Transit System, plans as required by the Director showing in detail the proposed new construction, reconstruction, or removal and (iii) approval by the City, which approval shall not be unreasonably withheld or delayed, taking into account the nature of the proposed entry.

5.4 Entry for Routine Maintenance and Operation. During Routine Maintenance and Operation, Sound Transit personnel may enter the Public Rights-of-Way without notice to the

City, as long as such entry is for the sole purpose of Routine Maintenance and Operation. If the Routine Maintenance and Operation activities require the closure of a traffic lane, Sound Transit shall obtain a right-of-way use permit.

5.5 Emergency Access. In the event of an Emergency that interrupts or significantly disrupts Operation of the Light Rail Transit System and for purposes of taking immediate corrective action, Sound Transit personnel may enter the Public Rights-of-Way without notice to the City, as long as such entry is for the sole purpose of addressing the Emergency; provided, however, that if any entry for such purposes is likely to require excavation of soil that would alter or disturb the Public Rights-of-Way or use of heavy machinery within fifty (50) feet of or upon the Public Rights-of-Way, Sound Transit shall give the City verbal or telephonic notice of the places where, and the manner in which, entry is required, prior to such entry, promptly followed by written notice.

## **SECTION VI. OPERATION, MAINTENANCE, AND REPAIR IN STREETS AND RIGHTS-OF-WAY**

6.1 Compliance with Laws, Rules, and Regulations. Sound Transit shall operate, maintain, and repair its Light Rail Transit System in compliance with all federal, state, and local laws, ordinances, permits, departmental rules and regulations and practices affecting such system, which include, by way of example and not limitation, the obligation to operate, maintain, and repair in accordance with the City's Land Use Code and construction codes, and City street and utility standards. In addition, the operation, maintenance, and repair shall be performed in a manner consistent with industry standards. Sound Transit shall exercise reasonable care in the performance of all its activities and shall use industry-accepted methods and devices for preventing failures and accidents that are likely to cause damage, injury, or nuisance to the public or property.

6.2 Permits Required. Except in cases of emergency repairs or Routine Maintenance and Operation (pursuant to Section 5.4), Sound Transit's operation, maintenance, or repair of its Light Rail Transit System shall not commence until all required permits have been properly applied for and obtained from the proper City officials and all required permits and associated fees paid, including, but not limited to, the cost of permit-application review and inspection. In case of emergency repairs, appropriate permits shall be applied for no later than the second business day following repairs.

6.3 Level of Operation/Maintenance. All Light Rail Transit Facilities shall be operated and maintained in such a manner as to minimize disruption to other users of the Public Rights-of-Way. All facilities shall be maintained in a state of good repair as defined by FTA in 49 CFR 625. Sound Transit will promptly assess, repair and maintain the operational functionality of all Light Rail Transit Facilities in the City.

6.4 Ongoing Operation/Maintenance Communication. Sound Transit shall provide a single point of contact for the purposes of serving as a consistent source of communications and point of contact for the City and community in facilitating questions and comments concerning Light Rail Transit System operations; and providing information to the City and on-site customers regarding the status of and anticipated timeline for Light Rail System maintenance and repairs that may be required.

6.5 Appointment of Operator. Sound Transit may appoint an operator as Sound Transit's agent to exercise some or all of Sound Transit's rights under this Agreement, subject to compliance with all terms and conditions of this Agreement.

6.6 Regulatory Approvals. Sound Transit and its operator shall obtain and maintain all federal, state and/or local regulatory approvals as may be required for the operation of the Light Rail Transit System.

6.7 Responsibility for Equipment. The City shall have no responsibility for inspecting, maintaining, servicing, or repairing any trains or other equipment used by Sound Transit as part of the Light Rail Transit System, but all such equipment shall at all times comply with applicable federal, state, and local governmental requirements.

6.8 Prompt Repair. Sound Transit shall promptly repair any and all Public Rights-of-Way, public property, or private property that is disturbed or damaged during the operation, maintenance, or repair of its Light Rail Transit System. Public property and Public Rights-of-Way must be restored to substantially the same condition as before the disturbance or damage occurred, or, in the case of street surfaces, better condition if reasonably necessary.

6.9 Imminent Danger. When the Light Rail Transit System creates or is contributing to an imminent danger to health, safety or property, both parties will notify each other in order to address the situation.

6.10 No At-Grade Crossings or Crossing Gates Without Permission. Sound Transit shall not install any at-grade crossings or crossing gates or other traffic control devices without the written consent of the City.

## **SECTION VII. FACILITY LOCATION SIGNS**

Sound Transit, at its sole cost, expense, and risk, shall secure permits, furnish, erect, and thereafter maintain signs showing the location of all Sound Transit facilities. Signs shall be in conformance with all applicable City codes.

## **SECTION VIII. THIRD PARTY RIGHT-OF-WAY OWNERSHIP**

This Agreement is not intended to cover and does not cover any occupancies over (i) rights-of-way or other land owned solely or jointly by any other person or entity, or (ii) any rights granted to the City by Third Parties.

## **SECTION IX. RELOCATIONS**

If the City desires the relocation of a portion of the Light Rail Transit Facilities to accommodate the City, the City shall notify Sound Transit of such fact, and Sound Transit shall consult with the City to address the request.



## **SECTION X. LIABILITY, INDEMNIFICATION**

10.1 Sound Transit shall indemnify, defend, and hold the City harmless from any and all claims, demands, suits, actions, damages, recoveries, judgments, costs, or expenses (including, without limitation, attorneys' fees) arising or growing out of, or in connection with, or related to, either directly or indirectly, the design, construction, maintenance, operation, repair, removal, occupancy, and use of the Light Rail Transit System in the Light Rail Transit Way, except to the extent such claims arise from the sole or partial negligence, errors or omissions of the City, its officers, employees, and agents.

10.2 Consistent with Sound Transit's indemnification obligations herein, the City shall give Sound Transit prompt notice of any claims directly affecting Sound Transit about which the City has actual knowledge of or has received formal notification. Sound Transit shall promptly assume responsibility for the claim or undertake the defense of any litigation on behalf of the City. The City shall cooperate fully with Sound Transit in the defense of any claim associated with this Agreement. The City shall not settle any claim associated with this Agreement directly affecting Sound Transit without the prior written consent of Sound Transit, which consent shall not be unreasonably withheld.

10.3 Sound Transit expressly assumes potential liability for actions or claims brought by Sound Transit's employees and agents against the City and, solely for the purpose of this indemnification, expressly waives any immunity under the Industrial Insurance Law, Title 51 RCW. Sound Transit acknowledges that this waiver was entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation.

10.4 The indemnification obligations provided in this Section shall survive termination of this Agreement.

## **SECTION XI. INSURANCE**

11.1 Sound Transit shall maintain, throughout the term of this Agreement and for six (6) years after its termination, an appropriate program of insurance, self-insurance or any combination thereof in amounts and types sufficient to satisfy its liabilities (including any claims against the City, its officers, employees, or agents that are subject to indemnification by Sound Transit pursuant to Section 15 above). When insurance coverage through commercial insurance or an insurance pool(s) is utilized, Sound Transit shall ensure that the City is named as an Additional Insured in accordance with insurer underwriting practices, and Sound Transit insurance coverage shall be primary and non-contributory to any coverage maintained by the City. Sound Transit waives all rights of subrogation against the City for claims by third-parties arising under this Agreement, other than for damages, claims or liabilities arising from negligence of the City and its officers, officials, employees, and agents. The limits of Sound Transit's selected coverage program in no way diminish Sound Transit's obligations to the City as set forth in this Agreement. When commercial insurance is utilized, Sound Transit shall also secure and maintain in effect insurance adequate to protect the City against claims or lawsuits that may arise as a result of the design, construction, operation, maintenance, repair, removal, occupancy, or use of the Light Rail Transit System, including, without limitation: (i) commercial general liability insurance; (ii) property

insurance, including coverage for explosion, collapse, and instability; (iii) workers' compensation insurance (to the extent required by law); (iv) employer's liability insurance; (v) comprehensive automobile liability coverage, (including owned, hired, and non-owned vehicles); (vi) environmental liability insurance; and (vii) during the construction phase, builder's risk.

11.2 To the extent Sound Transit utilizes commercial insurance or insurance coverage through an insurance pool or pools, Sound Transit shall carry such insurance with insurers who are licensed to do business in the State of Washington or participate in an insurance pool or pools, at levels of coverage or with reserves adequate, in the reasonable judgment of Sound Transit, to protect Sound Transit and the City against loss, and as are ordinarily carried by municipal or privately owned entities engaged in the operation of systems comparable to the Light Rail Transit System.

11.3 Sound Transit shall file with the City's Risk Manager on an annual basis proof of an appropriate program of insurance, self-insurance, or any combination thereof in amounts and types sufficient to satisfy its liabilities. When commercial insurance or coverage through an insurance pool or pools is utilized, Sound Transit shall provide the City's Risk Manager with Certificates of Insurance reflecting evidence of the required insurance, naming the City as additional insureds, primary and non-contributory, and waiver of subrogation endorsements, and contain a provision that coverage shall not be canceled until at least thirty (30) days' prior written notice has been given to the City.

11.4 If Sound Transit fails to maintain the required insurance, the City may order Sound Transit to stop constructing or operating the Light Rail Transit System in the Light Rail Transit Way until the required insurance is obtained.

11.5 On City projects impacting the Light Rail Transit Way, the City shall require any contractors or subcontractors to maintain insurance as required by the City in its standard contracts, and to name Sound Transit as an additional insured on their required insurance. The City shall also either require any professional services consultants, subconsultants, contractors or subcontractors working on City projects impacting the Light Rail Transit Way to carry appropriate levels of Professional Liability insurance coverage during the course of design, engineering, and construction or the City may itself acquire such insurance or self-insure the work.

## **SECTION XII. LIENS**

12.1 The Light Rail Transit Way and Light Rail Transit Facilities are not subject to a claim of lien. In the event that any City property becomes subject to any claims for mechanics', artisans' or materialmens' liens, or other encumbrances chargeable to or through Sound Transit that Sound Transit does not contest in good faith, Sound Transit shall promptly, and in any event within thirty (30) days, cause such lien claim or encumbrance to be discharged or released of record (by payment, posting of bond, court deposit or other means) without cost to the City, and shall indemnify the City against all costs and expenses (including attorney fees) incurred in discharging and releasing such claim of lien or encumbrance. If any such claim or encumbrance is not so discharged and released, the City may pay or secure the release or discharge thereof at the expense of Sound Transit after first giving Sound Transit five (5) business days' advance notice of

its intention to do so. The City shall use its reasonable best efforts to keep Sound Transit's facilities free of all liens that may adversely affect the Light Rail Transit System.

12.2 Nothing herein shall preclude Sound Transit's or the City's contest of a claim for lien or other encumbrance chargeable to or through Sound Transit or the City, or of a contract or action upon which the same arose.

12.3 Nothing in this Agreement shall be deemed to give, and the City hereby expressly waives, any claim of ownership in and to any part or the whole of the Light Rail Transit Facilities except as may be otherwise provided herein.

### **SECTION XIII. TERM; TERMINATION**

13.1 This Agreement shall be effective as of the date the last party signs and, unless sooner terminated pursuant to the terms hereof, shall remain in effect for so long as the Light Rail Transit Way is used for public transportation purposes.

13.2 Upon termination of this Agreement, Sound Transit agrees to prepare, execute and deliver to the City all documentation necessary to evidence termination of this Agreement or portion thereof so terminated. No such termination, however, shall relieve the parties hereto of obligations accrued and unsatisfied at such termination.

13.3 Upon the cessation of use of the Light Rail Transit Way for the Light Rail Transit System, any portion of it remaining in the Public Rights-of-Way or on any other public property that is not removed by Sound Transit may be deemed by the City to be abandoned and shall become the property of the City. If the City does not desire such ownership, Sound Transit shall remove any remaining portion of the Light Rail System.

13.4 Any order by the City issued pursuant to this Section to remove the Light Rail Transit System in whole or in part shall be sent by registered or certified mail to Sound Transit not later than twenty-four (24) months following the date of termination of this Agreement, or, if later, the final resolution of any appeal of the termination.

13.5 Sound Transit shall file a written removal plan with the City not later than sixty (60) calendar days following the date of the receipt of any orders directing removal, or any consent to removal, describing the work that will be performed, the manner in which it will be performed, and a schedule for removal by location. The removal plan shall be subject to approval and regulation by the City. The affected property shall be restored to as good or better condition than existed immediately prior to removal.

### **SECTION XIV. DISPUTE RESOLUTION; REMEDIES; ENFORCEMENT**

14.1 Dispute Resolution.

A. Any disputes or questions of interpretation of this Agreement that may arise between Sound Transit and the City, including any alleged conflicts between this Agreement and any other agreement between the Parties, shall be governed under the Dispute Resolution provisions in this Section. The Parties agree that cooperation and communication are essential to resolving issues efficiently. The Parties agree to exercise their best efforts to resolve any disputes that may arise through this dispute resolution process.

B. The Parties agree to use their best efforts to prevent and resolve potential sources of conflict at the lowest level.

C. The Parties agree to use their best efforts to resolve disputes arising out of or related to this Agreement using good-faith negotiations by engaging in the following dispute escalation process should any such disputes arise:

(1) Level One - Sound Transit's Deputy Executive Director of Design, Engineering and Construction Management or Designee and the City's City Engineer or Designee shall meet to discuss and attempt to resolve the dispute in a timely manner. If they cannot resolve the dispute within fourteen (14) calendar days after referral of that dispute to Level One, either party may refer the dispute to Level Two.

(2) Level Two - Sound Transit's Executive Director of Design, Engineering and Construction Management or Designee and the City's Public Works Director or Designee shall meet to discuss and attempt to resolve the dispute, in a timely manner. If they cannot resolve the dispute within fourteen (14) calendar days after referral of that dispute to Level Two, either party may refer the dispute to Level Three.

(3) Level Three - Sound Transit's Chief Executive Officer or Designee and the City Manager or Designee shall meet to discuss and attempt to resolve the dispute in a timely manner.

D. Except as otherwise specified in this Agreement, in the event the dispute is not resolved at Level Three within fourteen (14) calendar days after referral of that dispute to Level Three, the Parties are free to file suit or agree to alternative dispute resolution methods such as mediation. At all times prior to resolution of the dispute, the Parties shall continue to perform and make any required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute.

14.2 Notice of Default. Neither party shall be in default under this Agreement unless it has failed to perform under this Agreement for a period of thirty (30) calendar days after written notice of default from any other party. Each notice of default shall specify the nature of the alleged default and the manner in which the default may be cured satisfactorily. If the nature of the alleged default is such that it cannot be reasonably cured within thirty (30) days, then commencement of the cure within such time period and the diligent prosecution to completion of the cure shall be deemed a cure.

14.3 Remedies. Either party hereto has the right to exercise any available remedy including, but not limited to and all of the following remedies, singly or in combination, and consistent with the dispute resolution and notice of default sections of this Agreement, in the event the other party violates any provision of this Agreement:

- A. Commencing an action at law for monetary damages;
- B. Commencing an action for equitable or other relief;
- C. Seeking specific performance of any provision that reasonably lends itself to such remedy.

14.4 Cumulative Remedies. In determining which remedy or remedies for a party's violation are appropriate, a court may take into consideration the nature and extent of the violation, the remedy needed to prevent such violations in the future, whether the party has a history of previous violations of the same or similar kind, and such other considerations as are appropriate under the circumstance. Remedies are cumulative; the exercise of one shall not foreclose the exercise of others.

14.5 Failure to Enforce. Neither party hereto shall be relieved of any of its obligations to comply promptly with any provision of this Agreement by reason of any failure of the other party to enforce prompt compliance, and one party's failure to enforce shall not constitute a waiver of rights or acquiescence in the other party's conduct.

## **SECTION XV. COVENANTS AND WARRANTIES**

15.1 By execution of this Agreement, the City warrants:

A. That the City has full right and authority to enter into and perform this Agreement and any permits which may be granted in accordance with the terms hereof, and that by entering into or performing this Agreement the City is not in violation of any law, regulation, or agreement by which it is bound, to which it is bound, or to which it is subject; it being understood, however, that the covenant and warranty contained in this Section does not constitute a warranty, expressed or implied, by the City, of the right or rights granted by the City to Sound Transit hereunder; and

B. That the execution, delivery, and performance of this Agreement by the City has been duly authorized by all requisite corporate action, that the signatories for the City hereto are authorized to sign this Agreement, and that, upon approval by the City, the joinder or consent of any other party, including a court or trustee or referee, is not necessary to make valid and effective the execution, delivery, and performance of this Agreement.

15.2 By execution of this Agreement, Sound Transit warrants:

A. That Sound Transit has full right and authority to enter into and perform this Agreement in accordance with the terms hereof and by entering into or performing under this

Agreement, Sound Transit is not in violation of any of its agency governance rules, any law, regulation or agreement by which it is bound or to which it is subject; and

B. That the execution, delivery and performance of this Agreement by Sound Transit has been duly authorized by all requisite Board action, that the signatories for Sound Transit hereto are authorized to sign this Agreement, and that the joinder or consent of any other party, including a court, trustee, or referee, is not necessary to make valid and effective the execution, delivery, and performance of this Agreement.

## **SECTION XVI. RECORDINGS, TAXES AND OTHER CHARGES**

16.1 Sound Transit shall pay all transfer taxes, documentary stamps, recording costs or fees, or any similar expense in connection with the recording or filing of any permit which may be granted hereunder. Sound Transit further agrees that if it is determined by any federal, state, or local governmental authority that the sale, acquisition, license, grant, transfer, or disposition of any part or portion of the Light Rail Transit Facilities or right herein described requires the payment of any tax, levy, excise, assessment, or charges, including without limitation, property, sales or use tax, under any statute, regulation or rule, Sound Transit shall pay these, plus any penalty and/or interest thereon, directly to said taxing authority and shall hold the City harmless therefrom. Sound Transit shall pay all taxes, levies, fees, excises, assessments, or charges, including any penalties and/or interest thereon, levied or assessed on the Light Rail Transit Facilities, or on account of their existence or use, including increases thereof attributable to such existence or use, and excluding taxes based on the income of the City, shall indemnify the City against payment thereof. Sound Transit shall have the right to claim, and the City shall reasonably cooperate with Sound Transit in the prosecution of any such claim, for refund, rebate, reduction, or abatement of such tax(es).

16.2 The City may pay any tax, levy, fee, excise, assessment or charge, plus any penalty and/or interest thereon, imposed upon Sound Transit for which Sound Transit is obligated pursuant to this Section if Sound Transit does not pay such tax, levy, excise, assessment, or charge when due. Sound Transit shall reimburse the City for any such payment made pursuant to the previous sentence, plus interest at the prime rate per annum, as published in the Wall Street Journal.

## **SECTION XVII. ASSIGNABILITY; BENEFICIARY**

17.1 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, operators or assignees. No assignment hereof or sublease shall be valid for any purpose without the prior written consent of the other party, and any attempt by one party to assign or license the rights or obligations hereunder without prior written consent will give the other party the right, at its written election, immediately to terminate this Agreement or take any other lesser action with respect thereto. The above requirement for consent shall not apply to (i) any disposition of all or substantially all of the assets of a party; (ii) any governmental entity merger, consolidation or reorganization, whether voluntary or involuntary; (iii) a sublease or assignment of this Agreement, in part or in whole, to a governmental entity; or (iv) a sale, lease, or other conveyance by the City, subject to those requirements set forth in this Agreement;



provided however, that no sublease or assignment under (ii) or (iii) shall be permitted to a governmental entity not operating, constructing or maintaining a Light Rail Transit System on behalf of Sound Transit, and provided further that no unconsented assignment shall relieve Sound Transit of its obligations and liabilities under this Agreement.

17.2 Sound Transit acknowledges and agrees that the City may designate in writing a designee to (i) receive information, including information designated or identified as confidential, and notices under this Agreement, and (ii) provide certain approvals or consents required from the City under this Agreement. In the event of such designation, Sound Transit may rely on approvals or consents by such designee on behalf of the City as fully as if such actions were performed by the designator itself.

17.3 Neither this Agreement nor any term or provision hereof, or any inclusion by reference, shall be construed as being for the benefit of any party not a signatory hereto.

## **SECTION XVIII. NOTICES**

18.1 Unless otherwise provided herein, all notices and communications concerning this Agreement shall be in writing and addressed to (one copy each):

Central Puget Sound Regional Transit Authority  
Attention: Executive Director , Operations  
401 South Jackson Street  
Seattle, WA 98104-2826

And to:

City of SeaTac  
Attention: City Manager  
4800 South 188th Street  
SeaTac, WA 98188

## **SECTION XIX. MISCELLANEOUS**

19.1 This Agreement shall survive delivery and/or recordation of each may be granted hereunder.

19.2 Each party shall be responsible for its own costs, including legal fees, in negotiating or finalizing this Agreement, unless otherwise agreed by the Parties.

19.3 No Party shall be deemed in default of this Agreement where performance was rendered impossible by war or riots, civil disturbances, floods, epidemics, or other natural catastrophes beyond that Party's control; the unforeseeable unavailability of labor or materials; labor stoppages or slowdowns; or power outages exceeding back-up power supplies. This Agreement shall not be revoked nor shall either Party be penalized for such noncompliance, provided that

the Party takes immediate and diligent steps to return to compliance and to comply as soon as practicable under the circumstances without duly endangering the health, safety, and integrity of their employees or property, or health, safety, and integrity of the public, Public Rights-of-Way, public property, or private property.

19.4 This Agreement may be amended only by a written instrument executed by each of the parties hereto, save and except for revisions or modifications to **Exhibit C** as provided for in Section 2.1 herein. No failure to exercise and no delay in exercising, on the part of any party hereto, any rights, power or privilege hereunder shall operate as a waiver hereof except as expressly provided herein.

19.5 This Agreement constitutes the entire agreement of the parties with respect to the subject matters hereof, and supersedes any and all prior negotiations, oral and written, understandings and agreement with respect hereto.

19.6 Section headings are intended as information only, and shall not be construed with the substance of the section they caption.

19.7 This Agreement may be executed electronically on a platform agreed to by the Parties. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument.

## **SECTION XX. LEGAL FORUM**

This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Washington. Venue for any action under this Agreement shall be King County, Washington.

## **SECTION XXI. INTERPRETATION**

This Agreement is executed by all parties under current interpretations of applicable federal, state or local statute, ordinance, law, or regulation.

## **SECTION XXII. SEVERABILITY**

In case any term of this Agreement shall be held invalid, illegal, or unenforceable in whole or in part, neither the validity of the remaining part of such term nor the validity of the remaining terms of this Agreement shall in any way be affected thereby.

**IN WITNESS WHEREOF**, each of the parties hereto has executed this Light Rail Transit Way Agreement by having its authorized representative affix his/her name in the appropriate space below.

**SOUND TRANSIT**

**CITY OF SEATAC**

GA 0109-20

City of SeaTac

By: \_\_\_\_\_  
Kimberly Farley, Deputy Chief Executive  
Officer

By: \_\_\_\_\_  
Carl Cole, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by Motion  
\_\_\_\_\_

Authorized by

Approved as to form:

Approved as to form:

By: \_\_\_\_\_  
Amy Jo Pearsall,  
Senior Legal Counsel

By: \_\_\_\_\_  
Mary Mirante Bartolo  
City Attorney

Exhibit A: General Description of Light Rail Alignment and Station Location(s)  
Exhibit B: General Depiction of Light Rail Alignment and Station Location(s)  
Exhibit C-1: Final Right-of-Way Plans for Airport Link Project and S. 200<sup>th</sup> Link Extension  
Exhibit C-2: Plan and Profile Drawings for Federal Way Link Extension

## **EXHIBIT A:**

### **GENERAL DESCRIPTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATION**

#### **Airport Link:**

Airport Link Extension consists of approximately 1.7 miles of light rail guideway, from the Tukwila International Blvd Station (So. 154th Street) to the SeaTac/Airport Station (So. 176th Street). The guideway, both at-grade and elevated sections, includes northbound and southbound tracks, overhead catenary system poles and wires, emergency walkway, fire hydrant/standpipes and access points for emergency responders.

#### **South 200<sup>th</sup> Link Extension:**

South Link Extension consists of approximately 1.6 miles of elevated double track from the SeaTac/Airport Station to Angle Lake Station (S. 200th Street). The light rail alignment begins in an elevated configuration from the SeaTac Airport Station and extends along the eastside of 28th Ave. continuing south across S. 188th Street to the elevated Angle Lake Station near S. 200th Street.

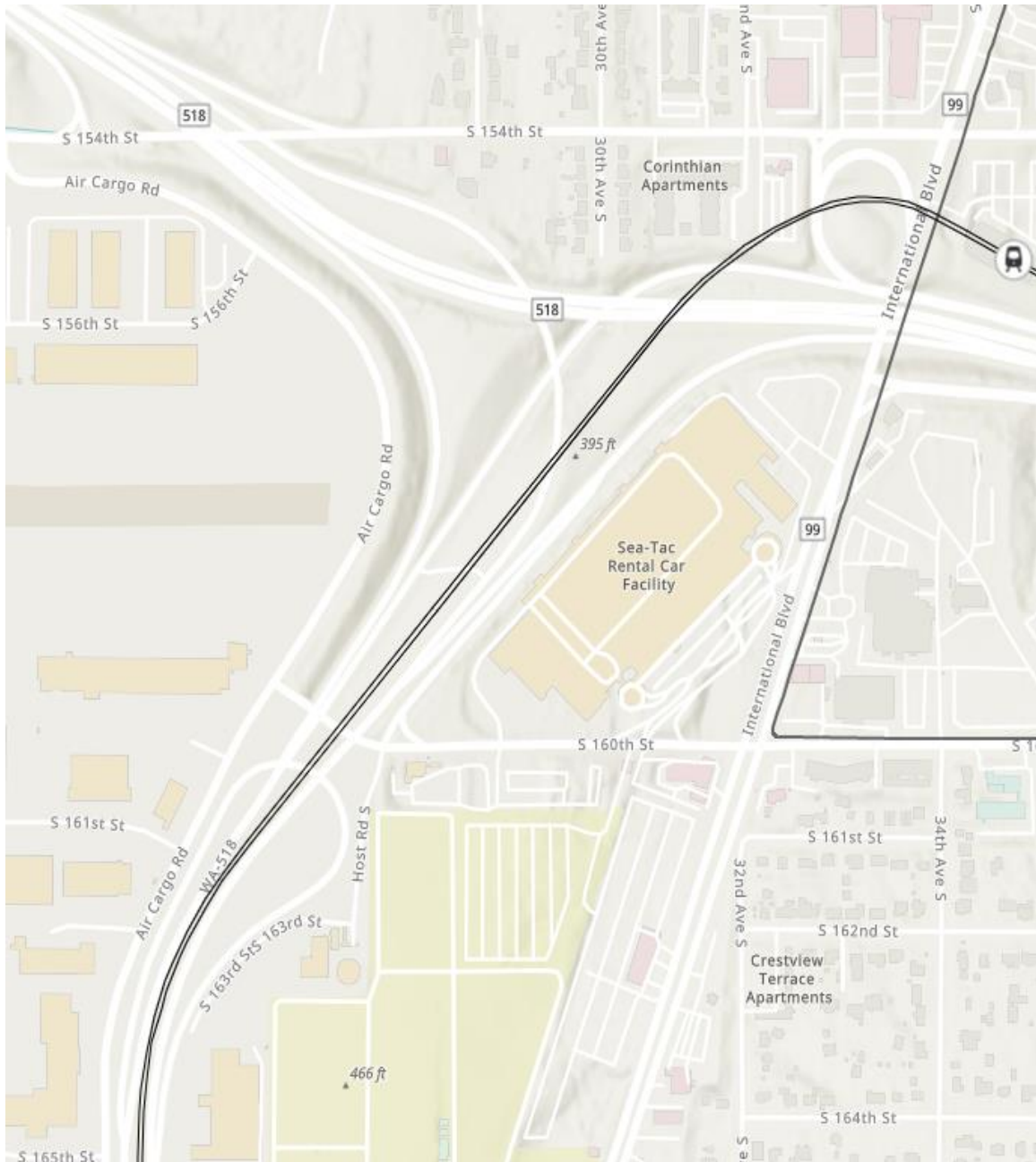
#### **Federal Way Link Extension:**

The portion of the Federal Way Link Extension located in the City of SeaTac runs approximately 0.9 miles from the Angle Lake Station tail tracks along the west side of I-5 in a combination of retained cut, retained fill, at-grade, and elevated structures to the southern City limits on the north side of S 216th Street.

## EXHIBIT B

### GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

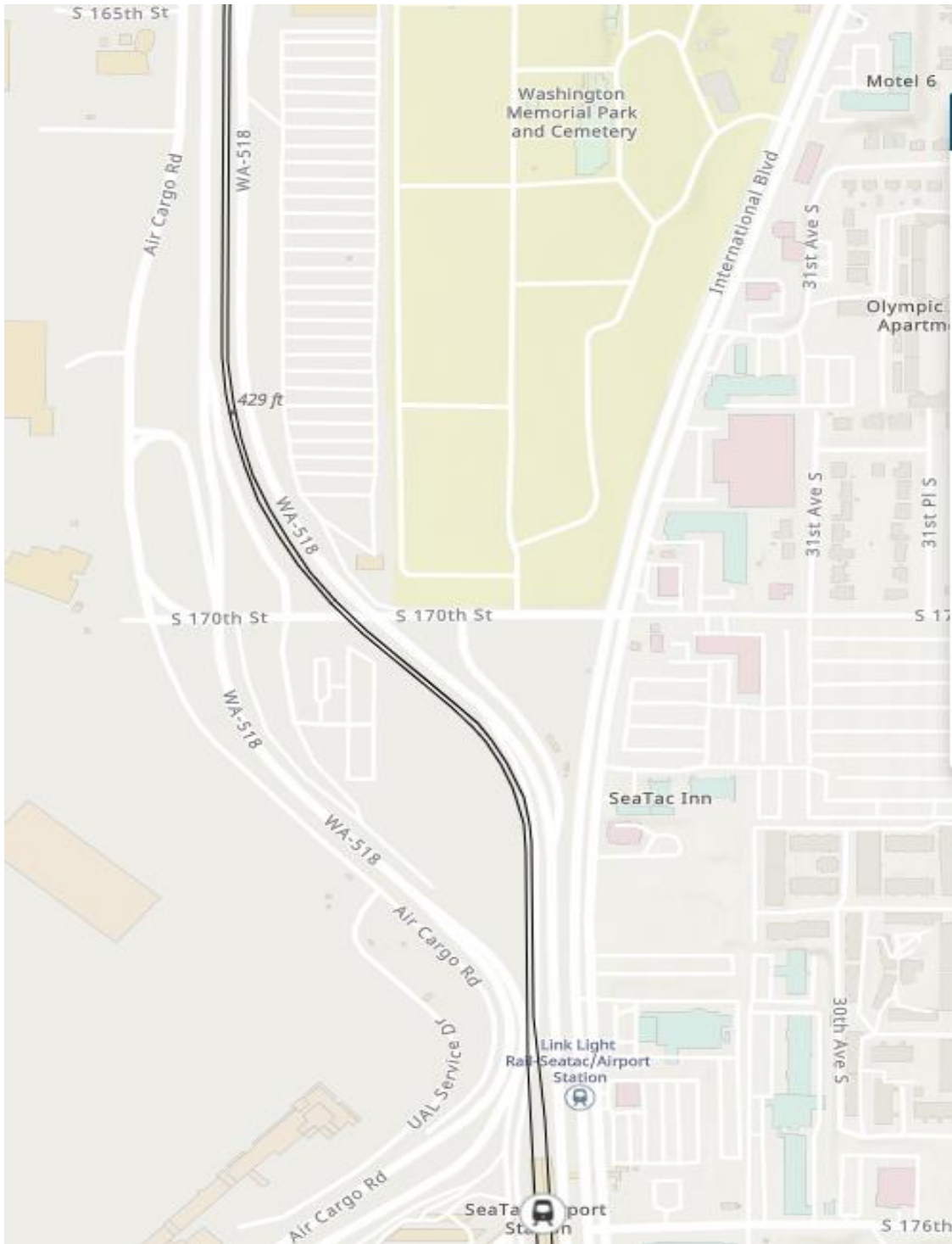
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## EXHIBIT B

### GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

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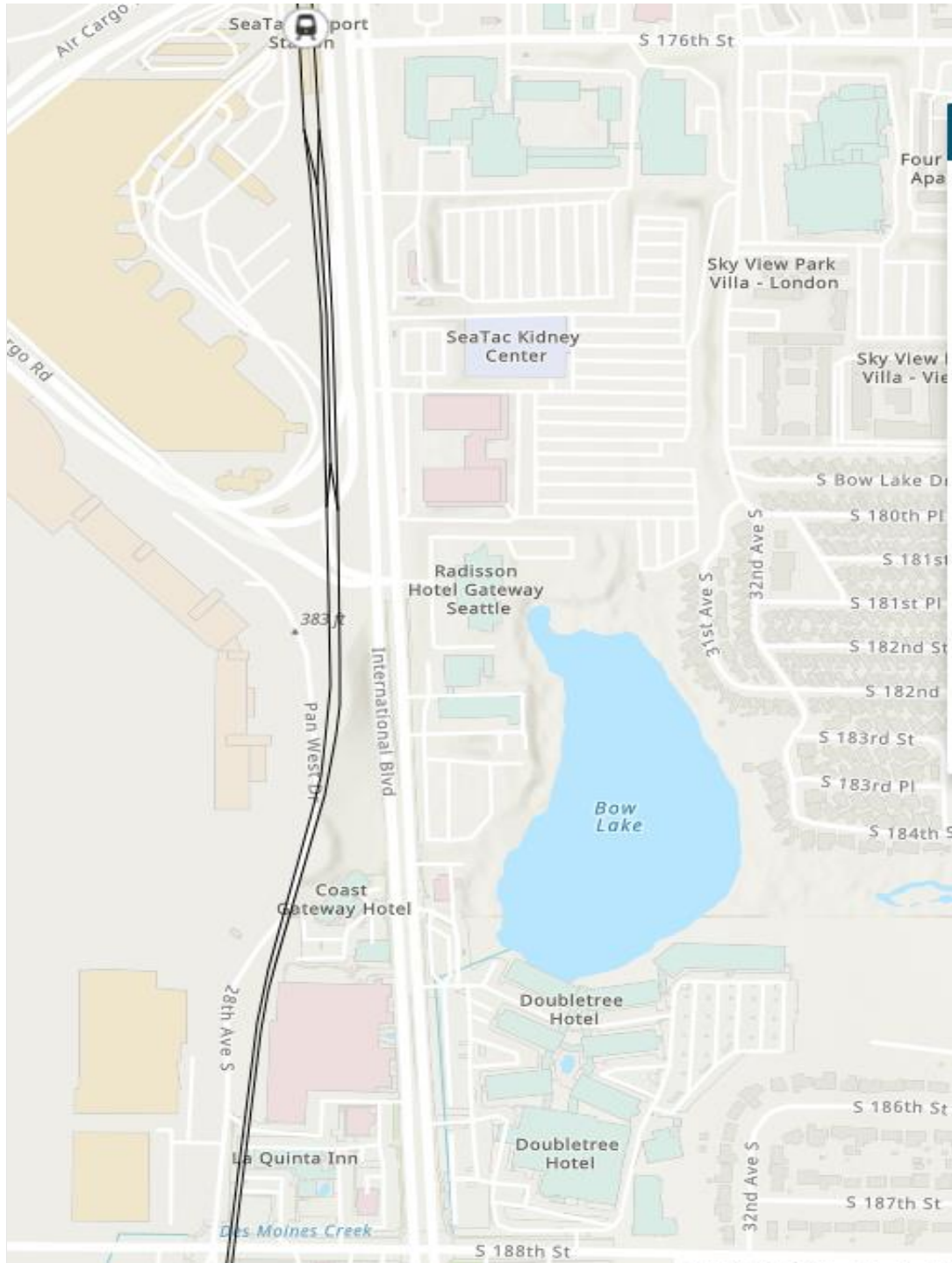




## EXHIBIT B

### GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

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## GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

This map shows the Angle Lake area in Seattle. Key features include:

- Streets:** S 188th St, S 190th St, S 192nd St, S 194th St, S 195th St, S 195th Pl, S 198th St, S 199th St, 26th Ave S, 28th Ave S, 32nd Ave S, 33rd Ave S, 34th Ave S, International Blvd, and Link Light Rail-Angle Lake Station.
- Parks and Recreation:** Angle Lake Park, Angle Lake Nature Trail, and a 433 ft elevation point.
- Hotels and Accommodations:** Econo Lodge, Comfort Inn, Hampton Inn Seattle Airport, and Angle Lake Mobile Home.
- Other Landmarks:** Puerta Villa Apartments, Emerald Place By The Lake, and a Link Light Rail station.

## EXHIBIT B

### GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

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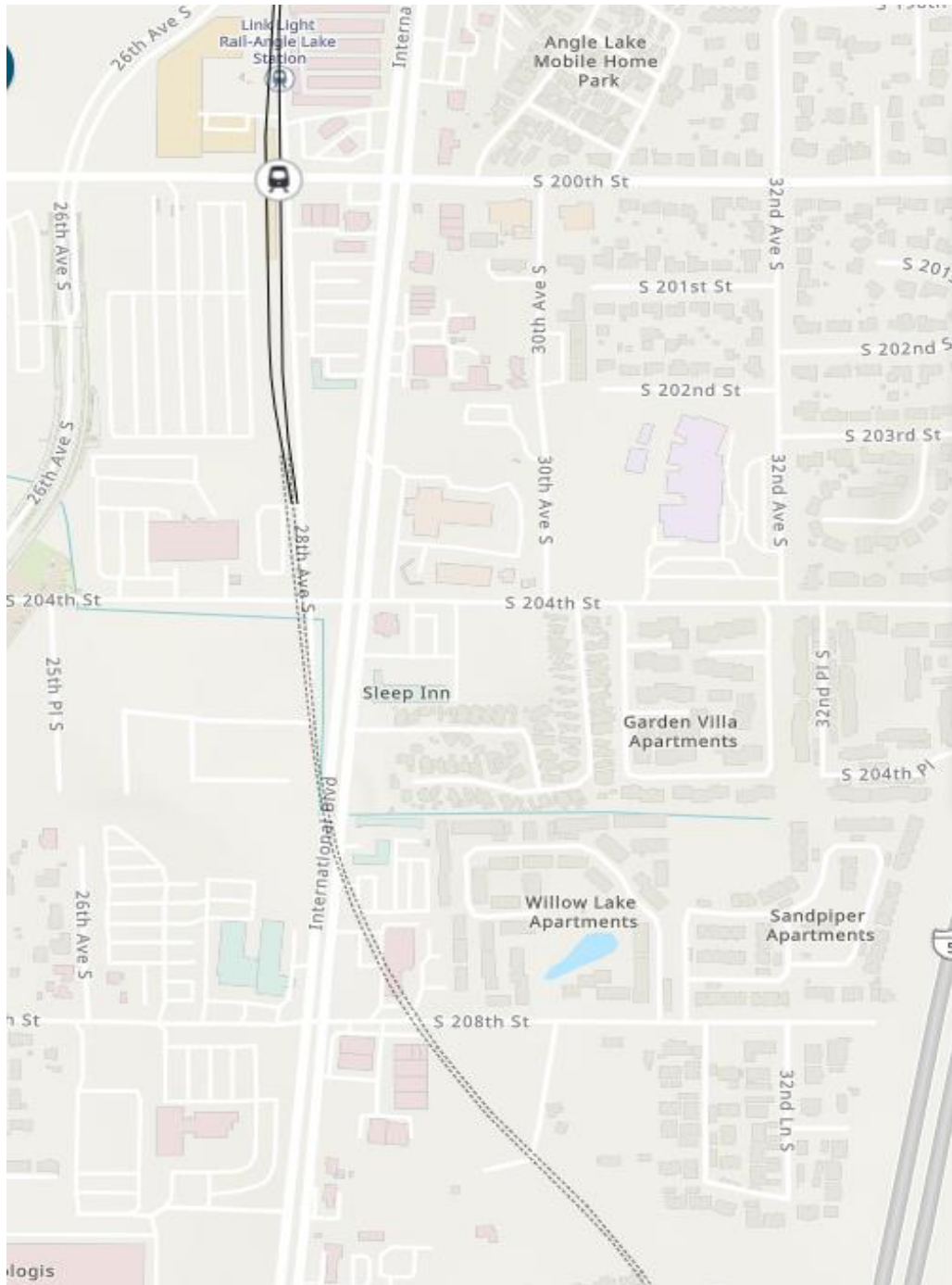


EXHIBIT B

GENERAL DEPICTION OF LIGHT RAIL ALIGNMENT AND STATION LOCATIONS

6 of 6

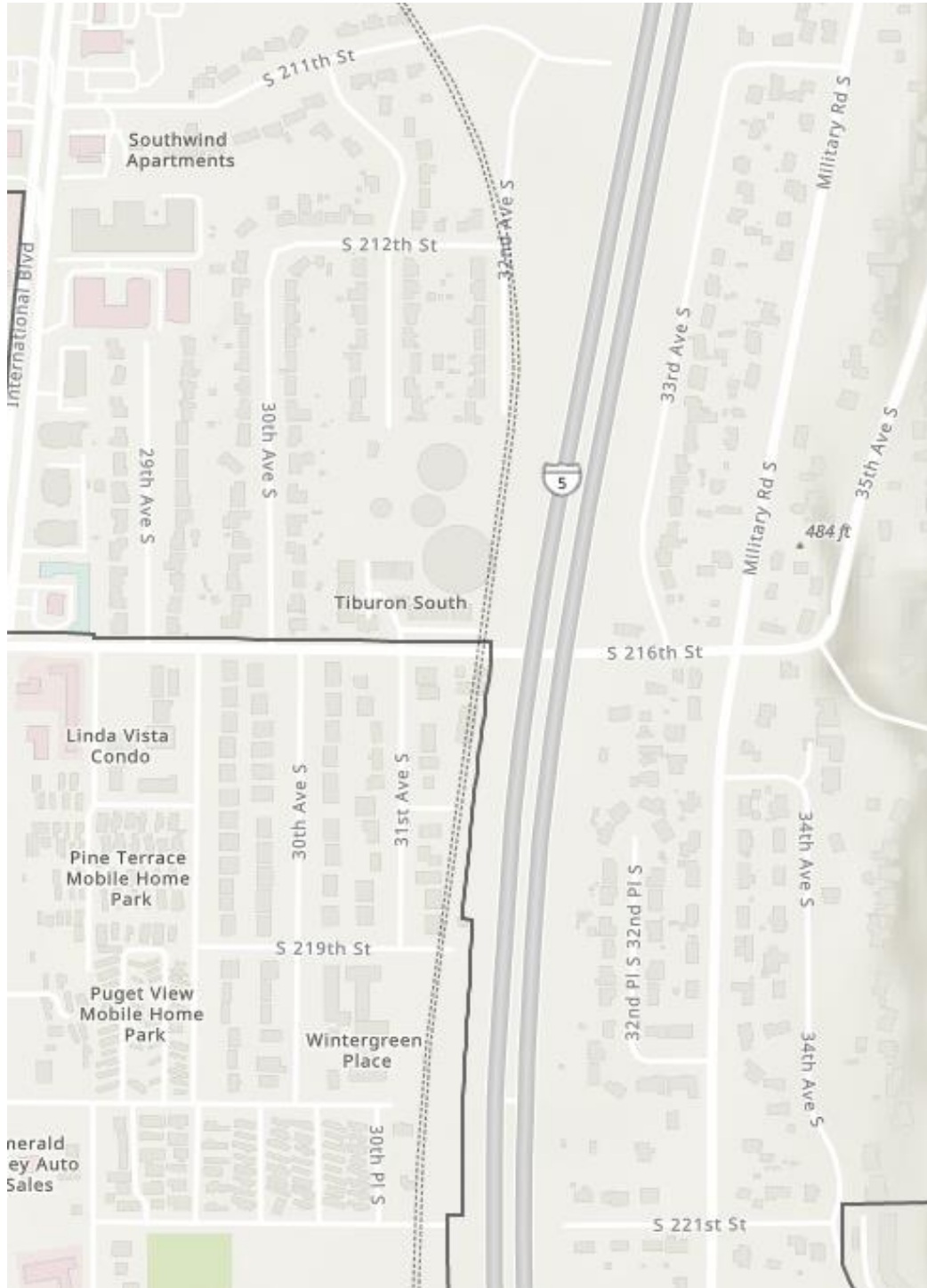


EXHIBIT C-1

## **PLAN AND PROFILE**

### **FINAL RIGHT-OF-WAY PLANS FOR CENTRAL LINK AIRPORT LINK PROJECT AND CENTRAL LINK SOUTH LINK PROJECT (S. 200<sup>TH</sup> LINK EXTENSION)**

See attached PDF plan sets which will be inserted upon finalizing agreement.

**<AIRPORT LINK – SOUTH CORRIDOR ROW PLANS.pdf>**

**<S. 200<sup>th</sup> Link Extension S440- row plans.pdf>**

**EXHIBIT C-2**

**PLAN AND PROFILE DRAWINGS FOR FEDERAL WAY LINK EXTENSION**

<Seatac FWLE ROW files.pdf>





**RESOLUTION NO. 22-017**

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the City Council Administrative Procedures Related to Hybrid Council Meetings.

**WHEREAS**, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

**WHEREAS**, in conformance with these statutes, the Council has previously adopted administrative procedures; and

**WHEREAS**, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Council Administrative Procedures is hereby amended as set forth in Exhibit A.

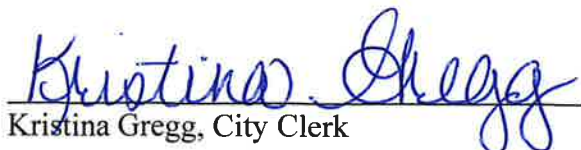
**PASSED** this 25th day of October, 2022 and signed in authentication thereof on this 25th day of October, 2022.

**CITY OF SEATAC**



Senayet Negusse, Deputy Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures – Hybrid Meetings 2022]

# **City of SeaTac**

## **City Council**

### **Administrative**

### **Procedures**

**Revised: Resolution No. 21-004 passed 04/27/2021.**

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## Section 1. Mayor and Deputy Mayor

- (A) **Chairperson - Mayor** - Per RCW 35A.13.030, biennially at the first meeting of the Council the members thereof by majority vote, shall choose a Chairperson from among their number. The Chairperson of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon the Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.
- (B) **Deputy Mayor (Mayor Pro Tempore)** - Per RCW 35A.13.035, biennially at the first meeting of the Council, the members thereof, by majority vote, shall choose one of their members as Deputy Mayor to serve in the absence or temporary disability of the Mayor. The Council may, as the need may arise, appoint any qualified Councilmember to serve as Deputy Mayor in the absence or temporary disability of the selected Mayor and Deputy Mayor.
- (C) **Councilmember** - In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.
- (D) **Selection of Mayor and Deputy Mayor –**  
Procedures for selecting officers are as follows:
  - 1. Biennial Selection of Mayor and Deputy Mayor
    - a. Biennially, at the first regular or special meeting of the new Council, Councilmembers will select a presiding officer from their number who will have the title of Mayor.
    - b. Following the selection of the Mayor, there will be a selection for Deputy Mayor. The term of the Deputy Mayor will run concurrently with that of the Mayor.
    - c. In addition to the powers conferred upon him/her as Mayor, he/she will continue to have all the rights, privileges and immunities of a member of the Council.
  - 2. Nominations
    - a. Either the outgoing Mayor (if that Councilmember is still on the Council) or the City Clerk will conduct the selection for Mayor.
    - b. The outgoing Mayor or City Clerk will call for nominations.
    - c. Each member of the City Council will be permitted to nominate one (1) person, and nominations will not require a second.
    - d. If the current Mayor is nominated to be selected, the Mayor will turn the gavel over to the Deputy Mayor or City Clerk to complete the election process.
    - e. A nominee who wishes to decline the nomination will do so at this time.
    - f. Nominations are then closed.



3. Voting  
Council will vote on each nomination in the order they were made until a majority vote has been reached.
4. Ties  
Should there be a tie, there will be another round of voting. Rounds will continue as necessary until a nominee receives the majority vote of members present.
5. The newly selected Mayor will conduct the selection for Deputy Mayor, and nominations will be made in the same manner described for the selection of the Mayor (see sections 2 – 4).
6. Vacancy
  - a. If a permanent vacancy occurs in the Office of Mayor or Deputy Mayor, the members of the Council at their next meeting will select a Mayor and/or Deputy Mayor using the procedure outlined above, from their number for the unexpired term.
    - i. If the Mayor position is open:
      1. The current Deputy Mayor or City Clerk will conduct the selection.
      2. If the Deputy Mayor is nominated to be the Mayor, the City Clerk will conduct the selection and the Deputy Mayor position will also be filled.
      3. If the Deputy Mayor is not selected Mayor, they will complete their term as Deputy Mayor.
    - ii. If the Deputy Mayor position is open, the current Mayor or City Clerk will conduct the selection. The Mayor will complete their term as Mayor.

## **Section 2. Presiding Officer**

- (A) All Meetings of the City Council shall be presided over by the Mayor, or in his/her absence, by the Deputy Mayor. If neither the Mayor nor the Deputy Mayor are present at a meeting, the Presiding Officer for that meeting shall be elected by a majority of those Councilmembers present.
- (B) In the absence of the City Clerk, the Records Manager or other qualified person appointed by the City Manager may perform the duties of the City Clerk at such meeting.
- (C) The appointment of a Councilmember as Mayor or Deputy Mayor shall not in any way abridge his/her right to vote on matters coming before the Council at such meeting.
- (D) The Mayor shall preserve strict order and decorum at all meetings of the Council. The Mayor shall state all questions coming before the Council, provide opportunity for discussion by Councilmembers, and announce the decision of the Council on all subjects. Procedural decisions made by the Mayor may be overruled by a majority vote of the Council.

## Section 3. Council Committees and Representatives

### (A) Ad Hoc Committees:

The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that require a special approach or emphasis. Such Ad Hoc Committees ~~may~~shall be established and matters referred to them, at Regular Council Meetings.

- (1) Council action is required to establish the committee, and appoint the original membership, if known.
- (2) The Mayor will appoint the members of Ad Hoc Committees. For the original appointment, the membership should be included in the action establishing the committee. If the membership is not known when the committee is established, or new members are needed to fill vacancies, this will be done by the Mayor making the appointment and announcing the appointments as a presentation item on a Regular Council Meeting agenda. Council confirmation is not required.
- (3) Ad Hoc Committee members' terms are for the length of the committee focus or until resignation.
- ~~(4) The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees, including such Ad Hoc Committees.~~
- ~~(45)~~ Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

### (B) Local, Regional, State, Other Committees:

The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees without Council confirmation, when appropriate. Councilmembers will notify the City Council by email when they are appointed to any committee.

The City Council representation list is maintained by the Executive Assistant and linked on the City Council web page of the City's website:  
<https://www.seatacwa.gov/government/city-council>

### (C) Standing Committees:

- (1) There are established the following five (5) Standing Committees of the City Council:
  - ~~(1) ————~~ **Transportation and Public Works (T&PW) Committee, which**

shall consider matters related to transportation policy, transportation projects, sidewalks, and utility issues.

- (2) — **Administration and Finance (A&F) Committee**, which shall consider matters related to administrative and procedural issues, financial issues, and contracts/negotiations.
- (3) — **Planning and Economic Development (PED) Committee**, which shall consider matters related to land use, development regulation issues, and economic development issues.
- (4) — **Public Safety and Justice (PS&J) Committee**, which shall consider matters related to police and fire issues, and parking and traffic related issues, and code compliance issues.
- (5) — **Parks and Recreation (P&R) Committee**, which shall consider matters related to parks, community services, and human services.

- (2) Standing Committee membership: standing committees ~~that~~ shall consist of not more than three (3) members each.

The Mayor shall appoint the Chairperson and the membership of each Committee.

- (3) Standing Committee Quorum: In the event a Standing Committee member will be absent from a Standing Committee meeting, it will be that Councilmember's responsibility to attempt to find a Councilmember to fill in on his or her behalf.

In the event there is no quorum (two Councilmembers) for a scheduled meeting, any one (1) other Councilmember present may fill in as an alternate member in order to establish a quorum.

If no quorum is present, the meeting must be cancelled. Items will either be moved to a future regular or special committee meeting, or if time does not allow, Council may suspend the rules at the next Regular Council Meeting to address these items.

- (4) Standing Committee meetings: Notice of meetings times, locations, and the agenda for any Standing Committee Meeting shall be posted to ensure compliance with RCW 42.30. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Council or the City Manager.

- (5) Council Committees shall meet in accordance with the following monthly schedule:

<u>P&amp;R Committee</u>	<u>First Thursday</u>	<u>4:00 p.m. – 5:30 p.m.</u>
<u>T&amp;PW Committee</u>	<u>First Thursday</u> <u>Third Thursday</u>	<u>5:30 p.m. – 6:30 p.m.</u> <u>4:30 p.m. – 6:00 p.m.</u>
<u>A&amp;F Committee</u>	<u>Second Thursday</u>	<u>4:00 p.m. – 6:00 p.m.</u>
<u>PS&amp;J Committee</u>	<u>Second Thursday</u>	<u>6:00 p.m. – 7:30 p.m.</u>
<u>Sidewalk Advisory Committee</u>	<u>Third Thursday</u>	<u>6:00 p.m. – 7:00 p.m.</u>
<u>PED Committee</u>	<u>Fourth Thursday</u>	<u>4:00 p.m. – 5:30 p.m.</u>

The Standing Committees are as follows:

- ~~(1) ——— **Transportation and Public Works (T&PW) Committee**, which shall consider matters related to transportation policy, transportation projects, sidewalks, and utility issues.~~
- ~~(2) ——— **Administration and Finance (A&F) Committee**, which shall consider matters related to administrative and procedural issues, financial issues, and contracts/negotiations.~~
- ~~(3) ——— **Planning and Economic Development (PED) Committee**, which shall consider matters related to land use, development regulation issues, and economic development issues.~~
- ~~(4) ——— **Public Safety and Justice (PS&J) Committee**, which shall consider matters related to police and fire issues, and parking and traffic related issues, and code compliance issues.~~
- ~~(5) ——— **Parks and Recreation (P&R) Committee**, which shall consider matters related to parks, community services, and human services.~~

- ~~(6D)~~ Standing Committee Status Report and recommendations: The Chair of a Council Standing Committee shall issue a status report at the next Council Meeting following the Committee Meeting. This includes items reviewed in which the committee recommendation is to not approve the item.

If the committee recommendation is to not move the item forward for Council action, any Councilmember may make a Motion after the report has been made under New Business for the City Council to consider the item at a future Council meeting. A second is required. If no second is received, the Motion dies and the committee recommendation stands.

- ~~(7E)~~ Items reviewed by a Standing Committee, will be referred that require Council action, will be forwarded by the Committee to a Regular or Special Council Meeting as an Action Item with one of the following recommendations:

- To a Council Study Session for further discussion
- To a Regular Council Meeting Refer to the Council with committee recommendation for approval, as a Consent Agenda Item (this will be the default referral for all items with full committee recommendation for approval)
- To a Regular or Special Council Meeting with committee recommendation for approval, as an Action Item
- To a Regular or Special Council Meeting Refer to the Council without committee recommendation for further discussion

~~Administrative or housekeeping items may be referred directly to a Regular Council Meeting Consent Agenda if recommended by a Standing Committee. An Agenda Bill will be required~~ for all items for Council action, including the Consent Agenda.

- ~~(8E)~~ See Exhibit C for a list of items that the City Council automatically referred to

Standing Committees.

- (9) The chairperson, at his or her discretion, may call on a non-committee Councilmember to hear their comments on a subject that is being discussed.

~~(F)~~ All remarks must be brief and relevant to the agenda subject and the Chair has the responsibility to keep remarks on track.

- (10) In an effort to keep the meetings on schedule, the following efficiencies shall be followed:

- a. The Chair is responsible for ensuring the meeting is on schedule.
- b. Any extension to the meeting time should be agreed to by all committee members and should be the exception, not the norm.
- c. The minute taker is also assigned as the 'time keeper' for each meeting.
- d. The agenda should include specific time allocations (5:00 - 5:15 pm, etc.) for each agenda item to help assist the Committee with time management as appropriate.
- e. Public comments will be limited only to the public comment portion of the meeting. However, committee members may request public comments throughout the committee meeting when an "expertise" comment is warranted. The Chair will decide whether these comments will be made. This should be the exception, not the norm.
- f. If it is known prior to the meeting that a subject matter expert is required, the expert should be invited to attend and participate in the meeting.

~~(H) In addition to the five Standing Committees, the Council may create other advisory committees as appropriate.~~

- (11) Parliamentary Procedures ~~and Motions for Council Standing Committees:~~

Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition). When present, the City Attorney or Legal Department representative shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Committee meeting. Otherwise, such interpretations will be decided by the Chair.

- ~~a. If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion by the person making the motion, agenda order, request for a roll call vote, and point of order or privilege.~~
- ~~b. A motion that receives a tie vote is deemed to have failed.~~
- ~~c. When making motions, be clear and concise and not include arguments for the motion within the motion.~~
- ~~d. After a motion has been made and seconded, the committee members may discuss their opinions on the issue prior to the vote.~~
- ~~e. If any committee member wishes to abstain from a vote on the motion, pursuant to the provisions of Section 9 hereof, that member shall so advise the Committee, and shall remove and absent himself/herself from the deliberations~~

~~and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain, provided that, prior to the time that a member gives intent to abstain from an issue, the member shall confer with the City Attorney, or designee, to determine if the basis for the committee members' intended abstention conforms to the requirements of Section 9. If the intended abstention can be anticipated in advance, the conference with the City Attorney or designee should occur prior to the meeting at which the subject matter would be coming before the committee. If that cannot be done, the member should advise the Committee that he/she has an "abstention question" that he/she would want to review with the City Attorney or designee, in which case, a brief recess would be afforded the member for that purpose.~~

- ~~f. A motion may be withdrawn by the maker of the motion at any time without the consent of the committee.~~
- ~~g. Debate of the motion only occurs after the motion has been moved and seconded.~~
- ~~h. The Chair should repeat the motion prior to voting.~~
- ~~i. In the event a reason exists to proceed in a manner inconsistent with these rules, a motion to Suspend the Rules is appropriate. Suspend the Rules requires a second, may neither be amended nor debated, and requires a two-thirds vote.~~

(12) Voting

Silence of a committee member during a vote shall be recorded as a vote with the prevailing side, except where such a committee member abstains because of a stated conflict of interest or appearance of fairness. Each committee member present must vote on all questions before the committee and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting, and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

## Section 4. Meetings

- (A) **Meetings declared open and public.** All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.
- (B) **Council Study Session.** The City Council shall meet regularly on the second Tuesday of each month at 4:00 p.m. except when a Council Study Session falls on a holiday, then the Council will meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced.



- (1) Meetings will be cancelled by one of the following methods depending on the purpose of the cancellation:
  - (a) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests a Council meeting be cancelled and/or rescheduled as a Special Council Meeting, for any reason other than lack of a quorum, lack of action items, or an emergency, a majority vote of the Council is required.
  - (b) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.
  - (c) Lack of agenda items: In the event that an upcoming agenda will have no discussion topics, the Mayor and City Manager will determine whether to cancel the meeting.

If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no Council Study Session during the months of August and December for summer and winter recess, unless a special meeting is scheduled.

- (2) The purpose of a Council Study Session is to have the entire Council hear the same information at the same time and be able to discuss topics requiring a deeper conversation.
  - (3) Items would be referred to the Council Study Session by one of two ways:
    - (a) Council referral during Key City Issues; or
    - (b) Council Committee referral
- (C) **Regular Meetings.** The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced. The Council shall meet regularly, at least once a month.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

- (1) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum, lack of action items, or an emergency, majority vote is required.

- (2) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.
- (3) Lack of agenda action items: In the event that an upcoming agenda will have no action items, the Mayor and City Manager will determine whether to cancel the meeting.

Note: If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

- (D) **Special Meetings.** Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.

- ~~(E) **Committee Meetings.** Council Committees shall meet in accordance with the following monthly schedule:~~

<del>P&amp;R Committee</del>	<del>First Thursday</del>	<del>4:00 p.m.—5:30 p.m.</del>
<del>T&amp;PW Committee</del>	<del>First Thursday</del>	<del>5:30 p.m.—6:30 p.m.</del>
	<del>Third Thursday</del>	<del>4:30 p.m.—6:00 p.m.</del>
<del>A&amp;F Committee</del>	<del>Second Thursday</del>	<del>4:00 p.m.—6:00 p.m.</del>
<del>PS&amp;J Committee</del>	<del>Second Thursday</del>	<del>6:00 p.m.—7:30 p.m.</del>
<del>Sidewalk Advisory Committee</del>	<del>Third Thursday</del>	<del>6:00 p.m.—7:00 p.m.</del>
<del>PED Committee</del>	<del>Fourth Thursday</del>	<del>4:00 p.m.—5:30 p.m.</del>

- ~~(EF)~~ **Continuances.** Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.
- ~~(EG)~~ **Executive Sessions.** The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law. See Section 143. for more details.
- ~~(GH)~~ **Quorum.** At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business. ~~A quorum is not required to hold a meeting where voting will not take place, such as a Council workshop.~~
- ~~(HI)~~ **Seating.** Members of the City Council who attend the meeting in person will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.

- (H) **Minutes.** Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

## Section 5. Format for Agendas for Council Meetings

- (A) The City Manager and the City Clerk will prepare a proposed agenda for all meetings of Council, which shall be approved by the Mayor or designee. After the proposed agenda has been approved, the City Clerk shall prepare the final Council packet, which shall be distributed.
- (B) The format of the Council Study Session agenda shall substantially be as follows:
- (1) Call to Order.
  - (2) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.
  - (3) Public Comments (related to items on the agenda).
    - (a) The City Council may receive in-person or remote oral and/or email/text public comments.
      - No speaker may donate his or her time for speaking to another speaker.
      - The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.
    - i. In-Person AND Remote Oral Public Comment
      - Registration on the City’s website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
      - In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting
      - Individual comments shall be limited to three minutes.
      - Comments will be recorded.
      - The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
      - Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.
    - ii. Remote Oral Public Comment
      - An email will be sent to the speakers with instructions on joining the live meeting.

- Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options.
- iii. Written Public Comment
- Submit comments by email or text to PublicComment@seatacwa.gov by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.
  - Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
  - Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
  - Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- iv. Group Public Comments
- Group public comments will only be taken in-person.
  - A group is four (4) or more people, including the speaker, physically present at the meeting.
  - Members of the group shall sign in as a group and identify the group's spokesperson.
  - A representative speaking for a group, shall be limited to 10 minutes.
  - Individuals identified as a part of the group will not be allowed to speak individually.

~~All speakers must sign up PRIOR to the start of the meeting.~~

~~(b) Individual comments shall be limited to three minutes in duration.~~

~~(c) Group comments shall be limited to ten minutes.~~

~~—— (i) To constitute a group, there must be four or more members, including the speaker, at the meeting.~~

~~—— (ii) Members of the group shall sign in as a group and identify the group's spokesperson.~~

~~—— (iii) Individuals identified as a part of the group will not be allowed to speak individually.~~

~~(d) No speaker may donate his or her time for speaking to another speaker.~~

~~(e) The Mayor or designee shall be responsible for the allocation of the appropriate time limitations, and any Councilmember may raise a point of order regarding comments that are disrespectful in tone or content, or are otherwise inappropriate.~~

- (4) Presentations (including but not limited to information only or requests for direction)
- (5) Agenda Bills.

(a) This section is for presentation of Ordinances, Resolutions, and Motions, which will require Council action.

(b) The following procedures shall apply to each item listed on the agenda under this section:

(i) Staff will prepare agenda bills and attachments for discussion during the Council Study Session. The same documents, with any required revisions, will also be included in the RCM packet when action is scheduled.

(ii) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.

(iii) Council will provide consensus to refer the agenda bill to one of the following:

- (a) the Regular Council Meeting on the 4<sup>th</sup> Tuesday of the month
  - Consent Agenda (this requires consensus of all Councilmembers present)
  - Action Item (without presentation, except to present any revisions since the CSS)

(b) future Regular Council Meeting as an Action Item, if Council directs staff to make revisions which may take time to complete (without presentation, except to present revisions)

(c) future Council Study Session for additional discussion if needed

- (6) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 143 of these Administrative Procedures. No action will be taken during the Council Study Session.

- (7) Adjournment. The Mayor, or designee, will adjourn the meeting. Any items which weren't completed due to time constraints, will automatically be continued to the next regularly scheduled Council Study Session unless Council provides other direction prior to adjournment.

- (C) The format of the Regular City Council Meeting agenda shall substantially be as follows:

- (1) Call to Order.
- (2) Roll Call.
- (3) Pledge of Allegiance.
- (4) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.
- (5) Public Comments.

(a) The City Council may receive in-person or remote oral and/or email/text public comments.

- No speaker may donate his or her time for speaking to another speaker.
- The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.

i. In-Person AND Remote Oral Public Comment

- Registration on the City’s website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
- In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting.
- Individual comments shall be limited to three minutes.
- Public Hearing Comments shall be limited to five minutes each.
- Comments will be recorded.
- The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
- Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.

ii. Remote Oral Public Comment

- An email will be sent to the speakers with instructions on joining the live meeting.
- Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options.

iii. Written Public Comment

- Submit comments by email or text to [PublicComment@seatacwa.gov](mailto:PublicComment@seatacwa.gov) or [publichearing@seatacwa.gov](mailto:publichearing@seatacwa.gov) for public hearing comments by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.



- Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
- Public Hearing Comments will be provided to the City Council and read into the record up to five minutes in length.
- Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
- Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.

v. Group Public Comments

- Group public comments will only be taken in-person.
- A group is four (4) or more people, including the speaker, physically present at the meeting.
- Members of the group shall sign in as a group and identify the group's spokesperson.
- A representative speaking for a group, shall be limited to 10 minutes.
- Individuals identified as a part of the group will not be allowed to speak individually.

~~(a) — All speakers must sign up PRIOR to the start of the meeting.~~

~~(b) — Individual comments shall be limited to three minutes in duration.~~

~~(c) — Group comments shall be limited to ten minutes.~~

~~—— (i) To constitute a group, there must be four or more members, including the speaker, at the meeting.~~

~~—— (ii) Members of the group shall sign in as a group and identify the group's spokesperson.~~

~~—— (iii) Individuals identified as a part of the group will not be allowed to speak individually.~~

~~(d) — No speaker may donate his or her time for speaking to another speaker.~~

~~(e) — The Mayor or designee shall be responsible for the allocation of the appropriate time limitations, and any Councilmember may raise a point of order regarding comments that are disrespectful in tone or content, or are otherwise inappropriate.~~

(6) Presentations, including but not limited to the following:

- Introductions (including new City Employees)
- Awards
- Proclamations
- Confirmation of Mayoral Appointment (Certificates of Appointment)

- Certificates of Appreciation or Recognition
- Key City Issues and Requests for Direction (by City Manager, including review and/or referral of major Council Requests)
  - The City Manager will have the following options when requesting Council concurrence on referring items:
    - Request to refer items to a committee
    - Request to refer items to a Council Study Session
    - Request to refer administrative or housekeeping items not requiring committee review, directly to the Regular Council Meeting as an Action Item or Consent Agenda item.

Requests to refer items directly to a Regular Council Meeting require the City Manager to provide a detailed reason for the request, in addition to Council concurrence.

Agenda Bills are required for any item referred directly to the Regular Council Meeting to provide details to Council and the public.

- Committee Updates (for items not included on the agenda) and review of proposed Council Requests (by City Council)

(7) Consent Agenda.

- (a) Contains items placed on the Consent Agenda by the Mayor, Council, or Council Standing Committee, including but not limited to:
  - Approval of vouchers.
  - Approval of donations \$500 or greater to be received by the City.
  - Approval to apply for grants when Council action is required by the grantor to apply.
  - Approval Acceptance of grants ~~\$50,000 or greater~~ to be received by the City as authorized in SMC 3.31.190. Council approval of the grant acceptance also authorizes the City Manager to execute the grant contract. (The contract for expending the money is handled per the contract policy.)
  - Approval of minutes.
  - Enactment of Ordinances, Resolutions, and Motions when placed on the Consent Agenda at a previous Council Meeting.
  - Enactment of administrative or housekeeping Ordinances,

Resolutions, and Motions, when placed on the Consent Agenda by Council concurrence of a City Manager request or referred by a Standing Council Committee

- Final Acceptance of public works projects within the authorized expenditure amount.
  - Under \$1 million in total cost – placed directly on the consent agenda, however the City Manager will provide the City Council with a brief written description of the project and a budget synopsis (performance to budget) with the City Council packet.
  - \$1 million or greater in total cost – placed directly on the consent agenda with a presentation made the same night at the beginning of the Regular Council Meeting to present before and after pictures prior to Consent Agenda action.
- Final Acceptance of in-kind preservation, repair, or replacement projects within the authorized expenditure amount.
- Notwithstanding the above, any item may be removed from the Consent Agenda for consideration under unfinished business if so requested by any Councilmember.

(b) A motion at this time will be in order and Council will vote upon the Consent Agenda.

(8) Public Hearings.

- (a) At Public Hearings required by City, State, or Federal law or as Council may direct, where a general audience is in attendance to present input or arguments for or against a public issue:
- The City Manager or designee shall present the issue to the Council and respond to questions.
  - Public comments shall follow Section 5(C)(5) above except that Members of the public may speak for no longer than comments shall be limited to five minutes and written comments will be read into the record up to five minutes. -No member of the public may speak for a second time until every person who wishes to speak has had an opportunity.
  - Councilmembers may ask questions of the speaker and the speaker may respond but may not engage in further debate.

- The public comments will then be closed but Councilmanic discussion may ensue if the Council so desires. In the alternative, the Public Hearing may be continued by majority vote, or the Council may recess to deliberate and determine findings of fact, if appropriate, and to reach a final decision which may be announced immediately following such deliberations or at a subsequent date.

(b) The following procedure shall apply to quasi-judicial Public Hearings:

- The Hearings Examiner, City Manager, or designee will present a summary of the subject matter and any findings and will respond to Council questions.
- The proponent spokesperson shall speak first and be allowed twenty minutes and Council may ask questions.
- The opponent spokesperson shall be allowed 20 minutes for presentation and Council may ask questions.
- Each side shall then be allowed five minutes for rebuttal.
- After each proponent and opponent has used his/her speaking time, Council may ask further questions of the speakers, who may respond.
- The Mayor may exercise a change in the procedures but said decision may be overruled by a majority vote of the City Council.

(9) Action Items (as related to a Public Hearing).

(10) Action Items. This section of the agenda shall include Ordinances, Resolutions, and Motions. The following procedures shall apply to each item listed on the agenda under this section:

- (a) The Mayor or designee may read the item by title only, or if requested by any Councilmember, the document may be read in its entirety.
- (b) The City Manager or designee may give a presentation to provide clarification or to discuss changes in an agenda item from what was discussed at a Council Committee meeting. Appropriate Staff, appropriate members of City Commissions or Advisory Committees, or appropriate subject matter experts should be available to answer any questions posed by the City Council.
- (c) A motion at this time will be in order.
- (d) The Council may then discuss the item. The City Manager or designee will

be available to answer any questions by the Council.

- (e) The Council will vote upon the item under consideration.

~~(11) Public Comments related to Unfinished Business.~~

- ~~(a) Individual comments shall be limited to one minute in duration and group comments shall be limited to two minutes. The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.~~

- (112) Unfinished Business. This section shall include items removed from the Consent Agenda at the same meeting. The procedures that apply during this section shall be the same as those under Section 9, Action Items.

- ~~(13) New Business. The procedures that apply during this section shall be the same as those under Section 9, Action Items. If the City Council votes on any item under this Section, public comment shall be allowed, with individual comments limited to one minute in duration and group comments limited to two minutes in duration.~~

- (124) Council Comments.

- (135) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 143 of these Administrative Procedures.

- (146) Adjournment. Per Robert's Rules of Order, the Mayor, or designee, may adjourn the meeting without a motion as long as there is no further business to discuss.

- (D) The format of any Special Meeting shall be as follows:

- (1) Special Meetings are meetings in which the date and/or time are set outside of a regular schedule, or the meeting place is different than the regularly scheduled meeting.
- (2) Only the designated agenda item(s) shall be considered.
- (3) The format will follow that of a Regular Meeting, as appropriate. Applicable provisions of Section 7 shall govern conduct of Special Meetings.
- (4) The Mayor, in setting the agenda, will determine the need for, and length of, the public comment period, as well as the length of the comments. Public comments must be related to the items on the agenda and speakers must sign up PRIOR to the meeting.

## Section 6. Miscellaneous Agenda Procedures

- (A) The City Council desires to provide adequate time for administration and staff analysis, fact finding and preparation.
  - (1) Except in extraordinary or unusual circumstances, all items that are not routine in nature shall, when presented, include a completed Council agenda bill. The author of the agenda bill shall be responsible for attachments.
- (B) The Mayor or City Manager may affix an approximate time limit for each agenda item at the time of approval of the agenda.
- (C) All proposed Ordinances, Resolutions, and Motions shall be reviewed by the City Attorney to ensure they are in correct form prior to its final passage. All accompanying documents shall be available before Ordinances, Resolutions, and Motions can be passed.
- (D) Ordinances and Resolutions of the City Council shall be signed by the Mayor, City Attorney, and City Clerk (or their designees) upon Council approval.
- (E) A joint Resolution of the City Council and the Mayor may be proposed when:
  - (1) The subject of the Resolution is of broad City concern, and the subject contains Council policy and administrative procedure; or
  - (2) The subject of the Resolution is of ceremonial or honorary nature.
  - \* Joint Resolutions will be subject to the voting rules and will be signed by the Mayor, City Attorney and City Clerk (or their designees). The Council may provide for all Councilmembers signing the joint Resolution enacted.
- (F) Councilmembers will inform the City Manager ~~and/or~~ City Clerk if they are unable to attend any Council Meeting. The City Clerk will announce any absences during roll call at a Regular Council Meeting. ~~If there is no objection from the Council, the absence will be deemed excused and noted accordingly in the minutes. Unless there is an emergency, any Councilmember who does not provide prior notice will be marked as unexcused. If prior notice is received, the absence will be marked as excused unless a motion is made with majority vote to not excuse the absence. This motion shall be made immediately after roll call.~~
- (G) Placards or signs that support or oppose any ballot proposition or candidate for public office shall not be allowed (see RCW 42.17A.555). Any other placards or signs that are disruptive or impede another participant's view will not be allowed.
- (H) No person(s) shall interrupt a Council meeting so as to render the orderly conduct of such meeting unfeasible. (RCW 42.30.050) The Mayor shall determine when this threshold has been met.



- (I) Use of electronic devices by Councilmembers during a City Council meeting should be limited so as not to disturb other Councilmembers or interfere with the conduct of the meeting.
- (J) Use of any technology that will introduce/capture information from the internet will generally be permitted during Committee meetings, and the Committee and Council Comments sections of Regular or Special Council Meetings. However, in order to maintain the public record, use should be limited during other portions of the Regular or Special Council meetings.

Any connection to the internet by Councilmembers while in City facilities using City equipment must be from within the City's protected Wi-Fi, not from the unsecured public Wi-Fi. Do not connect to the secure Wi-Fi on personal devices.

URL's need to be provided to the City Clerk for inclusion in the public record.

- (K) **Proclamations**  
The Mayor is privileged to consider requests to proclaim certain events or causes when such proclamations pertain to a City of SeaTac event, person, organization, or cause with local implications or pertain to an event, holiday, observance, organization or cause with National and local implications. The Mayor will consider requests that are timely, have potential relevance to a majority of the City of SeaTac's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. Submit the request:
  - a. Councilmember. A Councilmember making the request must submit a completed Council Request Form and submit a copy of the proposed proclamation along with the requested date of the proclamation.
  - b. Person(s) or organization. The person(s) or organization making the request must make the request via email to the City Clerk and submit a copy of the proposed proclamation, nature of the action requested (public proclamation or printed/signed and returned to the requestor) along with the requested date of the proclamation.
2. The request should be made at least two weeks in advance of the date of the requested Council meeting. The requested Council meeting date should be prior to the date of the proclamation.
3. The Mayor will determine if the proposed proclamation meets the intent of this policy.

4. The Mayor retains the right to decide if the proclamation will be issued and has the following options:
  - a. Approve the request and have the proclamation read at the City Council meeting by the Mayor or his/her designee. A representative may attend the meeting to accept the proclamation.
  - b. Approve the request and have the proclamation mailed to the requestor without being read at a meeting.
  - c. Deny the request and notify the requestor of the decision.
5. The Mayor retains the right to limit the number of proclamations at a Council Meeting.
6. The Mayor and appropriate staff retains the right to modify, edit, or otherwise amend the proposed proclamation to meet the requirements, needs, or policy determinations of the City/City Council.

## **Section 7. Speaking Procedures**

(A) Speaking procedure for agenda items under consideration is as follows:

- (1) A Councilmember desiring to speak shall address the Mayor or Presiding Officer and upon recognition shall confine him/ herself to the question under debate.
- (2) Any member, while speaking, shall not be interrupted unless it is to call him/her to order.
- (3) Any member shall have the right to challenge any action or ruling of the Mayor or Councilmember, as the case may be, in which case the decision of the majority shall govern.
- (4) Any member shall have the right to question the City Manager on matters before the Council. Under no circumstances shall such questioning be conducted in a manner that would constitute a cross examination or an attempt to ridicule or degrade the individual being questioned.
- (5) No Councilmember shall speak a second time upon the same motion before opportunity has been given each Councilmember to speak on that motion.

(B) Procedures for addressing the Council shall be as follows:

- (1) Any person, with the permission of the Mayor, may address the Council.
- (2) In addressing the Council, each person shall stand and, after recognition, give his/her name and address. All remarks shall be civil and respectful in tone and content, made to the Council as a body, and not to any individual member.

- (3) No person shall be permitted to enter into any discussion from the floor without first being recognized by the Mayor.

~~(4) Any person making personal or impertinent remarks while addressing the Council shall be barred from further audience participation by the Mayor unless permission to continue is granted by a majority vote of the Council.~~

## **Section 8. Parliamentary Procedures and Motions**

- (A) Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

- (1) If a motion does not receive a second, it dies. Motions that do not need a second include Nominations, withdrawal of motion by the person making the motion, agenda order, request for a roll call vote, and point of order or privilege.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote.
- (6) If any Councilmember wishes to abstain from a vote on the motion, pursuant to the provisions of Section 9 hereof, that Councilmember shall so advise the City Council, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Councilmember perceives a need to abstain, provided that, prior to the time that a Councilmember gives advice of an intent to abstain from an issue, the Councilmember shall confer with the City Attorney to determine if the basis for the Councilmember's intended abstention conforms to the requirements of Section 9. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the City Council. If that cannot be done, the Councilmember should advise the City Council that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the Councilmember for that purpose.
- (7) A motion may be withdrawn by the maker of the motion at any time without the consent of the Council.
- (8) A motion to table is not debatable and shall preclude all amendments or debates of

the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Councilmembers' consideration of the matter before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds majority vote.

- (9) A motion to postpone to a certain time is debatable, amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Council Meeting.
- (10) A motion to postpone indefinitely is debatable, not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.
- (12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended include Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) Debate of the motion only occurs after the motion has been moved and seconded.
- (16) The Mayor or City Clerk should repeat the motion prior to voting.
- (17) In the event a reason exists to proceed in a manner inconsistent with these rules, a motion to Suspend the Rules is appropriate. Suspend the Rules requires a second, may neither be amended nor debated, and requires a two-thirds vote.
- (B) The City Clerk will take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law.
- (C) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Council Meeting.
- (D) The City Attorney shall decide all questions of interpretations of these rules and other

questions of a parliamentary nature which may arise at a Council Meeting. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised.

## **Section 9. Voting**

- (A) Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness. Each member present must vote on all questions before the Council and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

- (B) A roll call vote may be requested by the Mayor or any member of the Council.
- (C) All matters before the Council shall require the affirmative vote of a majority of the Councilmembers present, unless otherwise provided by State Law (RCW Chapter 35A et. seq.).
- (D) ~~For meetings where voting will take place:~~ Any Councilmember who is unable to be physically present for any meeting of the Council may participate in discussions and may vote on any matter before the Council, including proposed Ordinances, Resolutions, and Motions, by telephone or other means of telecommunication, providing that:

~~(1) A quorum of the Council is physically present at the meeting site; and~~

- ~~(12)~~ Electronic facilities exist and are operational so that the absent Councilmember(s) will participate in Council discussions in a manner that comments, discussions, and voice votes of the absent Councilmember(s) are audible to the assembled Council and audience, and that the absent Councilmember(s) can hear all comments, discussions, and votes that are audible to all Councilmembers who are physically present.

~~(2) Councilmembers are provided technology which allows them to attend meetings remotely. Any additional related costs will be the responsibility of the Councilmember(s).~~

## **Section 10. Council Standards of Conduct**

Elected Officials need to lead by example by conducting themselves with the highest levels of civility and decorum. The City Council agrees to the following Standards of Conduct:

- Practice civility, professionalism and decorum during discussions and debate.
- Respect the role of the Mayor in maintaining order, including the Point of Order process.

- Provide honest, accurate and complete information at all times, including blog posts and social media accounts
- Listen to and show respect for the views of all members.
- Criticize ideas and not people.
- Work for the common good, not personal interest.
- Actively participate in discussions and decision making to ensure the success of the Council.
- Respect the roles of elected officials and city staff in ensuring open and effective government

## **Section 11. Council Relations with Staff**

- (A) There will be mutual respect from both Councilmembers and staff of their respective roles and responsibilities when, and if expressing criticism in a public meeting. City staff acknowledges the Council as policy makers and the Councilmembers acknowledge staff as administering the Council's policies.
- (B) Council Request Form (CRF):
- (1) The CRF is used for all requests by a Councilmember.
  - (2) The CRF shall be directed to the Executive Assistant by means of hardcopy or electronic version (e-mail) of the CRF. The Executive Assistant shall acknowledge receipt by e-mail.
  - (3) The City Manager shall forward the request to the appropriate Department Director for written or electronic response and to determine the estimated time or date for substantive response.
  - (4) The City Manager shall determine the appropriate level (see below):
    - (a) “Major” means any effort which is reasonably estimated to entail more than three hours of staff time.
    - (b) “Significant” means any effort which is reasonably estimated to entail one hour or more, but less than three hours, of staff time.
    - (c) “Minor” means any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.
  - (5) The Executive Assistant will forward a copy of the request to the entire Council.
  - (6) Approval for action or referral to a Council Committee is requested at a Regular Council Meeting.
    - a. Major requests require approval/referral from a majority of the Council.
    - b. The City Manager may also ask for Council approval/referral of minor and significant requests at his/her discretion due to the nature of the request.



- c. ~~The progress of the CRF will be tracked through final resolution on the CRF Status Report and will then be closed. Once an item has been referred to a Council Committee, the item will be closed as a CRF and processed through the Council committee process.~~
- (C) All written material accumulated and/or prepared in response to an individual Councilmember shall be provided by the Executive Assistant, to all Councilmembers.
- (D) Councilmembers shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- (E) The Council shall not attempt to change or interfere with the operating rules and practices of any City department.

## **Section 12. Media Relations**

- (A) In an effort to provide a consistent message through all media platforms, the City's Government Relations and Communications Manager is deemed to be the City's single source contact for the media.

Consistent with state law, individual councilmembers can speak on how they voted on policy-level decisions. However, any questions on the City's position on an issue should be directed to the Government Relations and Communications Manager.

Guidelines for speaking to the media as an individual Councilmember:

- Do not speak on behalf of other Councilmembers, staff, or organizations, and specify to the media contact you are providing your personal viewpoint
  - Do not speculate on future actions or council "position" on any issue.
  - Only speak to facts, past council actions, upcoming schedules
- (B) The Mayor is the designated spokesperson for the entire Council on policy decisions already made by the Council but may not speculate about future policy decisions.
- (C) Report any media contacts or interviews to the City Manager and Government Relations and Communications Manager.

## **Section 13. Confidentiality**

- (A) Councilmembers shall keep all written materials and/or verbal information related to matters that are confidential under law in complete confidence to ensure that the City's position is not compromised. No mention of confidential information should be made to anyone other than other Councilmembers, the City Manager, the City Attorney, or City staff designated by the City Manager.
- (B) If the Council, in Executive Session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party shall

be conducted by the designated staff representative(s) handling the issue. A Councilmember should not have any contact or discussion with the other party, or their representative involved with the issue, and shall not communicate any information learned in Executive Session.

#### **Section 14. Executive Sessions**

- (A) It is acknowledged that the Open Public Meetings Act (OPMA) of Chapter 42.30 RCW is a mandate that the “people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know”. Any action taken in violation of the OPMA is subject to being declared by the courts to be “null and void”, participating Councilmembers may be personally liable for fines, and the City may be subject to payment of court costs and attorney’s fees. Accordingly, Executive Sessions of the Council shall be used only when allowed by law and when confidentiality is deemed necessary.
- (B) The scheduling, notification, announcing, and conduct of an Executive Session during a Council Meeting, as permitted by Section 4(G) of these Administrative Procedures and applicable law, shall conform to the OPMA and shall comply with this Section.
- (C) Whenever possible, an Executive Session shall be noted on the Council Meeting agenda provided and posted pursuant to Section 5 of these Administrative Procedures. If deemed necessary by the Mayor or by action of the Council, an Executive Session may be called and added to the agenda during a Council Meeting. If an Executive Session is to be held during a Special Meeting, every effort shall be made to set forth the intent to hold an Executive Session on the notice of the Special Meeting as required by law.
- (D) Certain Council deliberations, discussions, considerations, reviews, evaluations, and final actions (“actions” as defined by the OPMA) are, by law, exempt from all provisions of the OPMA. Examples include the following: Proceedings concerned with business, occupation, or professional licenses and related disciplinary proceedings; deliberations following an appeal or other quasi-judicial matter; and collective bargaining strategy, positions, and proposals, as well as union grievance procedures and mediation. Nonetheless, the provisions of this Section 14~~3~~ may be used to recess a Council Meeting to such an exempt proceeding just as if it were an Executive Session.
- (E) In addition to topics exempt from the OPMA, as described in Subsection (D), above, the OPMA permits discussion and consideration (but not “final action”) in an Executive Session closed to the general public for certain, limited, purposes. These limited purposes are summarized on Exhibit “A” to these Administrative Procedures, which is generally an extract from MRSC Report No. 39.
- (F) In the event an Executive Session is necessary for any of the allowed purposes, the agenda, if possible, shall list the fact of the Executive Session and its purpose. Immediately prior to recessing to an Executive Session, the Mayor shall publicly announce the purpose of the

Executive Session, generally in the following language, and shall state the estimated time of return of the Council to the open public meeting:

- To consider the selection of a site or acquisition of real estate.
- To consider the minimum price at which real estate will be offered for sale or lease.
- To review negotiations on the performance of publicly bid contracts.
- To evaluate complaints or charges against a public officer or employee.
- To evaluate the qualifications of an applicant for public employment.
- To review the performance of a public employee.
- To evaluate the qualifications of a candidate or candidates for appointment to elective office.
- To discuss with legal counsel matters relating to enforcement actions.
- To discuss with legal counsel pending or potential litigation involving the City.

~~(G) Executive Sessions require a controlled environment, therefore, when the Council is meeting in person, only Councilmembers physically present will be able to participate in the Executive Session.~~

~~(GH)~~ Executive Sessions will be held in a hybrid format as determined by the Information Systems Manager.

~~(HI)~~ Typically, the City Manager and City Attorney will attend Executive Sessions to assist the Council. Otherwise, however, attendance shall be limited to staff members and others whose input is necessary to the purpose of the Executive Session.

(I) No voting or other final action shall be taken during an Executive Session, except that consensus may be reached if confidentiality of such consensus is essential to the purpose of the Executive Session.

(J) In event an Executive Session is not completed by the estimated time for return to the open public meeting, the Mayor, a Councilmember, or a staff member shall return to the open public meeting and shall announce that the Executive Session shall be extended to a stated time. Such an announcement shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

(K) In event the Executive Session is concluded before the time that was stated for return to the open public meeting, the Council shall not reconvene in open session until the stated time. Such a waiting period shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

## **Section 15. Councilmember Travel & Expenses**

(A) When determined to be in the best interests of the City of SeaTac, Councilmembers may attend conferences and workshops within the City Council's total adopted budget limit. In matters of travel incident to attending conferences and meetings for City business and in

incurring costs related thereto, Councilmembers shall comply with the current edition of the City of SeaTac Travel Policies, Regulations, and Procedures, attached as Exhibit B.

Upon return from a conference or workshop, Councilmembers shall complete the City Council Post Trip Report and submit it to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet. An electronic version of the form can be found in the City Council folder at Document Central on the City website.

- (B) The Finance and Systems Department shall provide a quarterly summary of actual Council expenditures reported by each Councilmember. This summary will be used to assist the Council in monitoring the status of actual expenditures in comparison to the budgeted expenditures.

## **Section 16. Councilmember Equipment and Technology**

- (A) The City will provide each Councilmember a device (e.g., laptop, iPad) and a cell phone with hotspot capabilities consistent with similar devices issued to other City employees and supported by the City's Information System.
- (B) The City will not provide reimbursement for non-typical computer or cell phone accessories, other electronic devices, internet services, printers or printer supplies.
- (C) All devices or programs used on City provided devices require City approval through the Finance and Systems Department.

## **Section 17. Virtual Meetings**

- (B) In the event of an emergency, as declared by the Mayor, County Executive, Governor, or President of the United States, where in-person or hybrid meetings are not possible, the City Council may use remote capabilities to host Virtual Meetings. As long as these meetings are held on the same day and time as a regular meeting, they will not be deemed as special meetings.
- (C) The meeting link will be emailed to the appropriate group (Council and staff only, unless outside presenters are being included) and the program will be made ready at least 15 minutes prior to the meeting to ensure all technology is working correctly. The link will not be forwarded to any other person without the approval of the meeting coordinator.
- (D) All meetings of the Council and Standing Committees will be livestreamed from the Council Chambers unless circumstances dictate otherwise (see the section on interviewing potential new CM's).
- (E) Council meetings will be audio recorded by the City Clerk and video recorded by the City's video recording company under contract at the time.

- (F) The chat function for the meeting program will be turned off prior to the meeting.
- (G) A call-in phone line will be provided for members of the public to listen to the meeting.
- (H) The City Council may receive remote oral and or email/text public comments.
- a. Remote Oral Public Comment
    - i. Speakers must pre-register at least two hours prior to the meeting (a website link will be provided to register).
    - ii. An email will be sent to the speakers with instructions on joining the live meeting.
    - iii. Comments will be recorded, and each speaker is allotted 3 minutes.
    - iv. The City Council will not respond to comments during the meeting. However, staff will contact the requestor at a later date.
    - v. Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options and/or call-in line.
  - b. Written Public Comment
    - i. Submit comments by email or text to [publiccomment@seatacwa.gov](mailto:publiccomment@seatacwa.gov) at least two hours prior to the meeting.
    - ii. Comments will be provided to the City Council and mentioned by name and subject during the meeting.
    - iii. Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety.
    - iv. Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- (I) Councilmembers must have video and audio capabilities and turn them on during the meeting whenever possible. Any participant (staff or presenter) in the meeting must turn on their video and audio when speaking, unless technical difficulties do not allow. Participants must attempt to contact IT in order to fix the problem prior to the meeting. If the issues cannot be resolved, then the participant must contact either the Mayor or the Chair of the meeting to let them know prior to the meeting.
- ~~(J) The New Business section will be removed from the agenda when conducting a virtual meeting. New Business items should follow the CRF process so as to be as transparent and inclusive as possible.~~
- ~~(JK)~~ Executive Sessions. Executive Sessions require a controlled environment, which cannot be guaranteed when conducting a virtual meeting from individual homes. Therefore, when an Executive Session is needed, all participants will be required to attend the Council meeting and Executive Session from various rooms at City Hall, to be assigned by the City Clerk and IT. If for some reasons City Hall is unavailable, another location will be made available.
- ~~(KL)~~ The above sections related to Virtual Meetings, will also apply to Council Committees and Citizen Advisory Committees as applicable.

- a. Each committee staff coordinator will choose the time that oral public comments sign-up and written public comments are due in order to accommodate back-to-back committee meetings and staff schedules. Once chosen, this time must stay consistent, outside of special meetings.

## **Section 18. Council Vacancy**

- (A) Return of Materials and Equipment. During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items which may entail a significant expense. These items are to be returned to the City at the conclusion of a member's term.
- (B) Filling Council Vacancies.
  1. Purpose. The purpose of this section is to provide guidance to the City Council when a Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until certification of the next regular municipal election, to serve the remainder of the unexpired term.
- (C) Appointment Process
  1. Upon notification of an intent to vacate a position, or a vacant position occurs for any reason other than resignation, the City Council shall direct staff to begin the appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
  2. The City Clerk's Office shall prepare a notice seeking applicants. This notice shall be included in any information outlets the City currently has, which could include website, blog, and email.
  3. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be accepted for two weeks from the first day of notification.
  4. The applicant must (a) be a registered voter of the City of SeaTac on the day of application, and (b) have a one (1) year residency in the City of SeaTac prior to the date of appointment.
  5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk, to the Mayor and City Council.
  6. The City Clerk shall prepare the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.
  7. The City Clerk shall notify applicants of the location, date and time of interviews.



8. Prior to the date and time of the interview meeting, the City Clerk shall accept one interview question from each Councilmember.

(D) Interview Meeting

1. This meeting will be open to the public, but conducted in such a way as to allow each candidate the same opportunity to speak but not have prior knowledge of the interview questions.
2. Interview questions must be kept as confidential as possible until the time of the interview. Therefore, if the interviews are conducted during a Special Council Meeting where the sole purpose is to conduct interviews and appoint, this meeting will not be live streamed, but will be recorded for future review by the public. If the interviews are conducted during a Council meeting where other action will be taken, only the portion for the interviews will not be live streamed.
3. Each interview of an applicant/candidate shall be no more than 20 minutes in length as follows:
  - a. The applicant shall present his or her credentials to the City Council. (5 minutes)
  - b. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same six questions, and will have 2 minutes to answer each question. (12 minutes)
  - c. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk. This will occur at a public meeting if time allows.
  - d. The Council may elect not to interview all of the applicants if the number exceeds ten (10) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms. The Councilmembers will review the applications and provide the City Clerk with their top 3 choices. The City Clerk will rank the applicants based on the Councilmember responses and provide the final interview list.
  - e. Voting.
    - i. Upon completion of the interviews, Councilmembers will convene into an Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.

- ii. The Mayor shall ask for nominations from the Councilmembers for the purpose of creating a group of candidates to consider. No second is needed.
  - iii. Nominations will be deemed closed by the Mayor when no other nominations are provided.
  - iv. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.
  - v. The Mayor shall poll Councilmembers to ascertain that Councilmembers are prepared to vote.
  - vi. The Mayor will call for votes on candidates in the order they were nominated and until a nominee receives a majority vote.
  - vii. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
- f. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications prior to the vote being taken.
- g. If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.
- h. In the event a vacancy occurs within one year of previous interviews, the City Council may fill the new vacancy using the previous pool of candidates. Council will agree to this by majority vote.
- i. Any portion of this section, or any section of the Admin Procedures, may be suspended during an emergency or if the Council is in favor of a different process by a two-thirds vote.

## EXHIBIT A

### TO THE SEATAC CITY COUNCIL ADMINISTRATIVE PROCEDURES

#### What are the allowed purposes for holding an Executive Session?

An Executive Session may be held only for one or more of the purposes identified in RCW 42.30.110(1). The purposes addressed below are those which have application to Cities and Counties. A governing body of a City or County may meet in Executive Session for the following reasons:

- **To consider matters affecting national security [RCW 42.30.110(1)(a)].**

As a result of the September 11, 2001 attack on America and passage of the Homeland Security Act, this purpose may now be utilized at the local level.

- **To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; [ RCW 42.30.110(1)(b)].**

This provision has two elements:

- the governing body must be considering either purchasing or leasing real property; and
- public knowledge of the governing body's consideration would likely cause an increase in the price of the real property.

The consideration of the purchase of real property under this provision can involve condemnation of the property, including the amount of compensation to be offered for the property. [Port of Seattle v. Rio, 16 Wn. App. 718 (1977)]

Since this provision recognizes that the process of purchasing or leasing real property or selecting real property to purchase or lease may justify an Executive Session, it implies that the governing body may need to reach some consensus in closed session as to the price to be offered or the particular property to be selected. The purpose of allowing this type of consideration in an Executive Session would be defeated by requiring a vote in open session to select the property or to decide how much to pay for the property, where public knowledge of these matters would likely increase its price.

- **To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; [RCW 42.30.110(1)(c)].**

This subsection, the reverse of the previous one, also has two elements:

- the governing body must be considering the minimum price at which real property belonging to the City or County will be offered for sale or lease; and
- public knowledge of the governing body's consideration will likely cause a decrease in the price of the property.

The requirement here of taking final action selling or leasing the property in open session may seem unnecessary, since all final actions must be taken in a meeting open to the public. However, its probable purpose is to indicate that, although the decision to sell or lease the property must be made in open session, the governing body may decide in Executive Session the minimum price at which it will do so. A contrary interpretation would defeat the purpose of this subsection.

If there would be no likelihood of a change in price if these real property matters are considered in open session, then a governing body should not meet in Executive Session to consider them.

- **To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; [RCW 42.30.110(1)(d)].**

This subsection indicates that when a City or County and a contractor performing a publicly bid contract are negotiating over contract performance, the governing body may "review" those negotiations in Executive Session if public knowledge of the review would likely cause an increase in contract costs. MRSC is not aware of an Executive Session being held under this provision. It is not clear what circumstances would result in a City or County governing body meeting in Executive Session under this provision.

However, this exception could well be used to consider potential change orders, requests for equitable adjustment, or delay damages.

- **To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; [RCW 42.30.110(1)(f)].**

For purposes of meeting in Executive Session under this provision, a "charge" or "complaint" must have been brought against a City or County officer or employee. The complaint or charge could come from within the City or County or from the public, and it need not be a formal charge or complaint. The bringing of the complaint or charge triggers the opportunity of the officer or employee to request that the discussion be held in open session.

As a general rule, City governing bodies that are subject to the Act do not deal with individual personnel matters. [The Civil Service Commission is an obvious exception. It, however, addresses personnel actions taken against a covered officer or employee, and it does so in the context of a formal hearing]. For example, the City Council should not be

involved in individual personnel decisions, as these are within the purview of the administrative branch under the authority of the Mayor or City Manager. [An exception is where the Council, in a Council-Manager City, may be considering a complaint or charge against the City Manager]. This provision for holding an Executive Session should not be used as a justification for becoming involved in personnel matters which a governing body may have no authority to address.

- **To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; [RCW 42.30.110(1)(g)].**

There are two different purposes under this provision for which a governing body may meet in Executive Session. For both purposes, the references to "public employment" and to "public employee" include within their scope public offices and public officials. This means that a governing body may evaluate, in Executive Sessions, persons who apply for appointive office positions, such as City Manager, as well as those who apply for employee positions. [The courts have, for various purposes, distinguished between a public "office" and a public "employment." See, e.g., *Oceanographic Comm'n v. O'Brien*, 74 Wn.2d 904, 910-12 (1968); *State ex rel. Hamblen v. Yelle*, 29 Wn.2d 68, 79- 80 (1947); *State ex rel. Brown v. Blew*, 20 Wn.2d 47, 50-52 (1944). A test used to distinguish between the two is set out in *Blew*, 20 Wn.2d at 51].

The first purpose involves evaluating the qualifications of applicants for public employment. This could include personal interviews with an applicant, discussions concerning an applicant's qualifications for a position, and discussions concerning salaries, wages, and other conditions of employment personal to the applicant. As with the previous Executive Session provision, this purpose is not one that generally will have application to a governing body in a City, because City governing bodies do not, as a general rule, have any hiring authority. [One obvious exception is the City Council in a Council-Manager City, who hires the City Manager. RCW 35A.13.010; RCW 35.18.010].

This authority to "evaluate" applicants in closed session allows a governing body to discuss the qualifications of applicants, not to choose which one to hire (to the extent the governing body has any hiring authority). However, since this subsection expressly mandates that "final action hiring" an applicant for employment be taken in open session, the implication is that a governing body may take something less than final action in Executive Session to eliminate applicants or to choose applicants for further consideration.

The second part of this provision concerns reviewing the performance of a public employee. Typically, this is done where the governing body is considering a promotion or a salary or wage increase for an individual employee or where it may be considering disciplinary action. [As with hiring, a City Council has little or no authority regarding

discipline of public officers or employees. Again, an exception would be a City Manager over which the Council has removal authority. RCW 35A.13.130; 35.18.120].

The result of a governing body's closed session review of the performance of an employee may be that the body will take some action either beneficial or adverse to the officer or employee. That action, whether raising a salary of or disciplining an officer or employee, must be made in open session.

Any discussion involving salaries, wages, or conditions of employment to be "generally applied" in the City or County must take place in open session. However, discussions that involve collective bargaining negotiations or strategies are not subject to the Open Public Meetings Act and may be held in closed session without being subject to the procedural requirements for an Executive Session. [See RCW 42.30.140(4)].

- **To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public; [ RCW 42.30.110(1)(h)] .**

This provision applies to a City or County legislative body only when it is filling a vacant elective position. Under this provision, the legislative body may meet in Executive Session to evaluate the qualifications of applicants for the vacant position. However, any interviews with the candidates must be held in open session. As with all other appointments, the vote to fill the position must also be in open session.

- **To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. [RCW 42.30.110(1)(i)].**

Three basic requirements must be met before this provision can be used by a governing body to meet in closed session: [This provision for holding an Executive Session is based on the legislative recognition that the attorney-client privilege between a public agency governing body and its legal counsel can co-exist with the Open Public Meetings Act. However, that privilege is not necessarily as broad as it may be between a private party and legal counsel].

- The City or prosecuting attorney or special legal counsel representing the City or County governing body must attend the Executive Session to discuss the enforcement action or the litigation or potential litigation (presence of an attorney without such discussion is not sufficient);
- The discussion with legal counsel must concern either an enforcement action or litigation or potential litigation to which the City or County, a governing body, or one of its members is or is likely to become a party;



- The potential litigation must be specifically threatened, or be reasonably believed to be likely; or
- The potential litigation, or legal risk, is applicable to a proposed action or current practice; and
- Public knowledge of the discussion would likely result in adverse legal or financial consequence to the City or County.

The probability of adverse consequence to the City or County. It is probable that public knowledge of most governing body discussions of existing litigation would result in adverse legal or financial consequence to the City or County. Knowledge by one party of the communications between the opposing party and its attorney concerning a lawsuit will almost certainly give the former an advantage over the latter. The same probably can be said of most discussions that qualify as involving potential litigation.

Again, no final action in Executive Session. The purpose of this Executive Session provision is to allow the governing body to discuss litigation or enforcement matters with legal counsel; the governing body is not authorized to take final action regarding such matters in an Executive Session. Nevertheless, a governing body will likely need to make certain strategic decisions in Executive Session to advance the litigation or enforcement action, while protecting the secrecy of such decisions. For example, a County Council can probably take an informal vote or reach a consensus in Executive Session to authorize the County Prosecuting Attorney to settle a case for no higher than a certain amount. However, it is clear that the Council's vote to give final approval to a settlement agreement must occur in an open meeting.

## **EXHIBIT B**

### **CITY OF SEATAC, WASHINGTON TRAVEL POLICIES, REGULATIONS AND PROCEDURES Per Resolution #10-004**

#### **ARTICLE I: POLICY**

1. **PURPOSE:** The purpose of this policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which public officials and employees of the City may qualify for payment or reimbursement.
2. **PERSONS AFFECTED:** This policy applies to all employees and appointed and elected public officials of the City of SeaTac (collectively referred to as employees/officials).
3. **REFERENCES:** Internal control procedures of Finance, Resolution 94-009, Resolution 99-021, Resolution 03-015, Resolution 05-005, Resolution 08-007, Resolution 10-004, and Chapter 42.24 RCW.
4. **POLICY STATEMENT**
  - A. It shall be the policy of the City of SeaTac to allow the attendance and participation of employees/officials at meetings, training sessions, and conventions where such participation is determined to be in the best interests of the City of SeaTac. Those employees/officials who attend such meetings and conventions shall be reimbursed or shall be provided a City credit card for all valid business expenses related to the attendance and participation of such meetings, training sessions, and conventions. Spouses, other family members or guests may attend these functions, but the attendance by such spouse, other family members or guest shall be at the cost and expense of the employee or public official.
  - B. When City travel can be accomplished at a lower cost, City financial resources can be better utilized for other City purposes. Moreover, the public expects employees/officials to spend their tax dollars in an economical and prudent manner, no matter the dollar value of the transaction. All employees/officials shall travel in a manner that keeps this in mind.
  - C. It shall be understood that all subsistence rates, allowances and payments provided to employees/officials through the implementation of this policy shall be paid when such employees or public officials are engaged in City business and where the attendance or participation at meetings and conventions has been authorized in advance as follows:
    - Approval by the City Manager for Department Directors;
    - Approval by Department Directors for all other City Employees. In

addition, the City Manager shall also approve travel for all City Employees where the estimated travel cost will exceed \$350.00 or that requires overnight lodging;

- Approval by the City Council Administration and Finance Committee for the City Manager;
- Approval by the City Council Administration and Finance Committee for members of the City Council, citizen advisory committees, the Civil Service Commission, or the Planning Commission.

D. Travel arrangements for the City Council, shall not exceed budgeted amounts.

The City Council shall be provided a quarterly accounting of expended, committed and unexpended balances in the travel related line items of the City Council budget. For the purposes hereof, travel related budget expenditures for the City Council shall refer to and consist of the following budget line items:

511.60.43.031 Lodging  
511.60.43.032 Meals  
511.60.43.033 Transportation  
511.60.43.034 Mileage Reimbursements  
511.60.49.061 Registration

- E. Receipts, proof of payment documentation or certification in the case of no receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department within 15 days of the completion of travel.
- F. If an employee/official wishes to have his/her spouse, other family members or guests accompany him/her on any City related travel, the employee/official shall advise the City at the time the advanced travel request is made. The employee/official shall provide payment to the City of any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the convention, seminar or meeting so that no obligation by the City exists to provide such payment and that payments are received in a timely manner by the sponsor.
- G. If an employee/official requests travel arrangements to be made by the City, and payment is forwarded to the sponsor of the requested convention, seminar or meeting, or other travel arrangements are paid for by the City, and that employee/official fails, without good cause to attend the convention, seminar or meeting, the employee/official shall reimburse the City the amount paid by the City. Questions of good cause shall be determined in the same manner as set forth in Section C of this Article related to pre-approval of travel.

## ARTICLE II: GENERAL

### 1. CONTROL OF TRAVEL

- A. A positive system for control over travel, reimbursable under these regulations, is established by the City. Prior authorization is required as outlined in Article I, Section C. Authorization of travel is to be exercised through the use of the current budget, or through other equally effective means.
- B. The employee/official shall complete the Travel Pre-Approval Section of the *City of SeaTac Travel/Purchase Authorization and Expense Claim Form* in advance of any City travel that will require reimbursement to the employee/official of any costs incurred during such travel. Documentation shall also be submitted as required by the Claim Form.
- C. *Itemized Receipts.* The employee/official is required to request and retain itemized receipts for all expenses incurred during the period of travel. When applicable, itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel expenses incurred shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt. *Also see Article VI regarding the use of No Receipt Certification.*
- D. The completed *City of SeaTac Travel/Purchase Authorization and Expense Claim Form* with actual expenses incurred and the corresponding BARS line-item numbers shall be provided to the Finance Department within 15 days of the completion of travel. The back of this form shall be completed and used to provide a daily accounting of the reimbursable expenses incurred. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. City Manager travel expenses and City Council travel expenses shall be signed by the chair of the Council Administration and Finance Committee after review and approval by the Committee. The City Manager (for employee expenses) or the Administration and Finance Committee (for City Manager, Advisory Committees, Civil Service Commission, Planning Commission, or City Council expenses) shall be informed of any actual travel expense reimbursement requests that exceed the estimated amount approved for such travel.
- E. The employee/official will be reimbursed by the City in the next regular accounts payable claims cycle. Travel Expense Vouchers are to be audited by the Finance and Systems Director.

- F. If a question arises regarding the method of reimbursement to be allowed an employee/official under these travel regulations, the option to be selected shall be the option that is most advantageous and economical to the City. The method selected is not to be influenced by the personal travel plans of the employee/official.
- G. Employees/officials shall exercise prudent judgment when incurring travel expenses on official City business. Expenses determined to be inappropriate will not be reimbursed or paid for by the City.
- H. For purposes of these regulations, the following definitions apply:
1. In-State Travel - means travel within the State of Washington.
  2. Out-of-State Travel - means travel anywhere outside the boundaries of the State of Washington.
  3. City Employees - means all regular, temporary or seasonal employees of the City of SeaTac, whether full-time or part-time, and whether represented by a bargaining agent or not, including but not limited to the City Manager, department heads, supervisory or management employees.
  4. Appointed Officials - means all members of City boards, commissions or committees, who are not employees of the City but who have been appointed to represent the City as a non-paid volunteer on such board, commission or committee.
  5. Elected Officials - means members of the City Council holding current office, whether they have been elected to that position, or appointed to fill a vacant position on the City Council.
  6. Conventions, Seminars, Meetings - refers to and includes any and all public, municipal and governmental gatherings, for municipal-political, educational and professional purposes, the attendance at which, by City employee(s) and/or public official(s) would be beneficial to and in the best interests of the City of SeaTac.
- I. Maximum reimbursement of transportation expenses via commercial carrier is to be no greater than coach class or its equivalent, provided that it shall be the responsibility of the employee/official to request of the transportation vendor a "government rate," if available, unless a lower rate for the same travel service is available. Preference shall not be given to any particular carrier or routing. If personal travel is combined with City-related business travel, the employee/official shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. In all cases, the City shall only pay the lowest available advance purchase coach class roundtrip airfare between Sea-Tac Airport

and the City-related business destination(s). Such payment for personal travel shall accompany the City's payment to the vendor for the air travel ticket.

**2. DIRECT PAYMENT TO VENDORS SUPPLYING SUBSISTENCE OR LODGING**

- A. Any employee/official who requests a direct billing to the City shall receive advance approval in the same manner as set forth in Section C of Article I related to pre-approval of travel.
- B. Direct billings to the City from vendors for expenses of individuals in travel status are not to result in a cost to the City in excess of what would be payable by way of reimbursement to the individuals involved.

**ARTICLE III: MEALS AND LODGING**

**1. BASIS FOR REIMBURSEMENT - GENERAL**

- A. Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the City of SeaTac and the employee's/official's home.
- B. Reimbursement for alcoholic beverage expenses is strictly prohibited.
- C. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate", if available, any applicable sales taxes and/or hotel/motel taxes, and any mandatory hotel service charges. The City shall not reimburse or pay for lodging above the basic/lowest room type at a particular establishment (such as upgraded rooms). It shall be the responsibility of the employee/official to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available.
- D. Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed 20% of the total cost of the meal, and any expenses for applicable sales taxes or tips or gratuities shall not be otherwise reimbursed.
- E. Reimbursement for meal expenses shall not be authorized when an employee/official does not incur expenses for specific meals because the meals are furnished as a part of a meeting, seminar or conference.
- F. The Finance Director, as auditing officer for the City, shall not reimburse travel expenses that are in violation of this policy.

**2. LODGING, MEALS AND MILEAGE RATES**

The City maintains the following schedules that provide for maximum reimbursement rates



for lodging, meals, and mileage for City employees/officials traveling on official City business:

A. LODGING

Lodging shall be approved and paid by the City for travel where the total distance (one way) is forty-five (45) miles or more from City Hall.

The maximum lodging rates shall be set with regard to geographic areas (Metropolitan Statistical Area or MSA) and the different rates available as follows:

- |    |   |                    |
|----|---|--------------------|
| 1. | General Maximum Lodging Rates   | \$120.00 per night |
| 2. | Larger Metropolitan Areas<br>(Metropolitan Areas of 500,000<br>population or more)    | \$150.00 per night |
| 3. | Largest Metropolitan Areas<br>(Metropolitan Areas of 1,000,000<br>population or more) | \$200.00 per night |

The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the seminar, convention or meeting being attended, and the cost does not exceed 125% of the amount specified above.

The above lodging rates do not include taxes and other mandatory hotel service fees (such as hotel resort fees).

Internet Access Charges at Hotels. The City will reimburse an employee/official the cost of optional internet access charges at a lodging establishment when the employee/official can document the necessity of the use of the internet for business purposes. The total allowable reimbursement for hotel internet access charges shall not exceed \$12.00 per day plus applicable tax.

B. MAXIMUM MEAL ALLOWANCES

The meal costs for employees and officials of the City in connection with their city related travel shall be reimbursed, upon providing the City with a receipt for the meal(s), at the maximum daily total amount set forth below:

MAXIMUM DAILY TOTAL....\$ 64.00

The above daily amount applies to travel that extends beyond one day in duration (i.e., overnight lodging is included). In addition, the single meal rates for meetings and seminars, where the meal is not provided as a part of the meeting or seminar cost, shall be reimbursed at the single meal maximum schedule as follows: Breakfast (\$14.00), Lunch

(\$20.00) and Dinner (\$30.00). In any such case where a receipt is not available, the maximum amount that the employee/official may be reimbursed would be the amount of the maximum single meal allowance set forth above up to the maximum allowed under Article VI of this policy. Questions, concerns or reviews and decisions on challenged or questionable reimbursement meal amounts shall be determined in the same manner as set forth in Section C of Article I related to pre-approval of travel. *Also see Article VI regarding the use of No Receipt Certification.*

Meal allowances shall not be reimbursed when meals are furnished to the employee/official as a part of the meeting, seminar or convention being attended. If some but not all of the meals are provided as part of the meeting, convention or seminar, the meal allowance reimbursement available to the employee/official shall be only available for the specific meals not included.

*Multiple employees/officials on the same receipt.* When employees/officials travel together, the employees/officials shall attempt to obtain separate receipts. However, if separate receipts cannot be obtained, the itemized receipt shall specifically attribute each item to a specific employee/official. When determining meal allowances, it is not permissible to “split the bill.” If a specific item is shared amongst employees/officials (such as an appetizer), it is permissible to divide the cost of the particular item amongst the employees/officials.

#### **C. PRIVATE VEHICLE MILEAGE REIMBURSEMENT**

The mileage reimbursement rate available for employees/officials using their own vehicles while on City related travel shall be the mileage reimbursement rate used by the Internal Revenue Service in effect at the time of the travel, or the cost of the lowest and reasonably attained, advance purchase coach class roundtrip airfare to the destination of the City-related travel, whichever is less.

### **ARTICLE IV: OTHER TRAVEL EXPENSES**

#### **1. REIMBURSABLE TRANSPORTATION EXPENSES**

Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance. Transportation cost shall be provided between City Hall and the site of the convention, seminar or meeting. However, if the employee/official travels directly between their home and the site of a convention, seminar, or meeting, the employee shall be reimbursed the cost of roundtrip travel from either City Hall or from the employee/official’s home, whichever is less. For example:

- An employee who lives in Federal Way drives directly to a conference in Vancouver, Washington. The employee would be reimbursed for round trip mileage between their home and the conference site.

- An employee who lives in Federal Way drives directly to a conference in Bellingham, Washington. The employee would be reimbursed for round trip mileage between City Hall and the conference site.
- An employee who lives in Federal Way drives directly to a conference in Vancouver, Washington. The conference ends the following morning and the employee returns to City Hall midday. The employee would be reimbursed for round trip mileage between their home and the conference site. Mileage between the employee's home and City Hall is considered part of the commute and will not be reimbursed.

## 2. **MULTIPLE ATTENDEES**

Reimbursement for mileage is to be payable only to the city employee/official providing the vehicle used for the trip when two or more employees/officials are traveling in the same motor vehicle on the same trip. However, the fact that multiple attendees may share in transportation cost should be considered when determining the lowest cost of transportation.

## 3. **MISCELLANEOUS TRAVEL EXPENSES**

- A. Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the employee/official. Reimbursable expenses include, but are not limited to:
  - (a) Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls. Under most circumstances, adequate ground transportation and shuttle services are available. These modes of transportation should be considered before renting a vehicle. For one person, a rental car is a very expensive mode of travel. As the number of persons sharing the ride increases, the more economical a rental car becomes. If there are no acceptable alternatives, motor vehicle rentals are reimbursable expenses with prior authorization as provided in Article I, Section C. Rental vehicles shall be used for official City business only, and only employees and officials covered by the City's insurance shall be authorized to drive any rented vehicle. Liability coverage through the City's insurance carrier is in effect when persons operate rental vehicles in the course of City business. The City's insurance policy also provides property coverage on a rental vehicle while the vehicle is in the employee/official's "care and custody". It is not necessary to purchase collision damage waiver insurance offered by rental car agencies. The City will not be responsible for the loss of personal items taken from a rental vehicle. Vehicle rentals for City business should be charged on a City credit card whenever possible, but the City's insurance

coverage will extend to rentals secured with an employee/official's personal credit card.

- (b) Registration fees required in connection with attendance at approved meetings, seminars or conventions.
  - (c) Telephone charges that are for City business. The number, person called, and purpose of call should be noted on the lodging receipt.
  - (d) Tips and gratuities for other City-related business travel expenses such as taxi and airport shuttle drivers and airport luggage skycaps, not to exceed what is customary and reasonable for those services.
- B. Certain travel expenses are considered as personal and not essential to the transaction of official City business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:
- 1. Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc.
  - 2. Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities.
  - 3. Costs of personal trip insurance and medical and hospital services.
  - 4. Personal telephone calls of an employee/official, except to the home of the employee/official where a brief call is made to advise members of the family of the employee/official of a change in travel plans, and except for not more than one brief call each day during City-travel related absence, where the absence is for a period of at least two full days, to the employee's/official's home to check on the employee's/official's family.
  - 5. Personal expenses, such as personal entertainment, vehicle rentals for other than City related activities, barbers, hairdressers, etc.
  - 6. Any tips or gratuities associated with personal expenses.

## **ARTICLE V: CITY CREDIT CARD USE**

### **1. PURPOSE OF CITY CREDIT CARDS FOR TRAVEL EXPENSES**

The purpose of City credit cards for travel expenses is to provide an employee/official an alternative method to pay for allowable expenses incurred while traveling on City business other than reimbursement to the employee/official after the travel is completed.

Elected officials of the City are provided individual credit cards issued in their name. Whenever it becomes necessary for an employee or appointed official of the City to travel and incur reimbursable expenses, the City shall provide a credit card for all expenses incurred as a result of that travel. The regulations for reimbursement of transportation expenses listed in Article II of this travel policy apply to expenses incurred with a City credit card. The regulations for reimbursement of meal and lodging expenses listed in Article III of this travel policy apply to expenses incurred with a City credit card. Also, the regulations for employee/official reimbursement for other travel expenses listed in Article IV of this travel policy apply to expenses incurred with a City credit card.

## **2. CREDIT CARD USE PROCEDURES**

- A. The employee/appointed official shall present the *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* with the Travel/Purchase Pre-Approval Section completed to the Accounting Supervisor (or designee) in the Finance Department to obtain a credit card. The City Manager is required to sign where provided in the Travel/Purchase Pre-Approval Section for Department Director travel and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any employee travel requiring an overnight stay.
- B. The employee/appointed official shall initial the City Credit Card logbook, acknowledging taking possession of the credit card. The employee/official is responsible for taking appropriate safety measures with the credit card while in his/her possession.
- C. A credit card number may be obtained from the Finance Department to purchase airline tickets and make lodging reservations over the telephone. A *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* shall be completed, and the required approval and signature obtained prior to the purchase of tickets or securing lodging reservations. If the tickets are purchased and/or the lodging is charged to the credit card by the hotel/motel a month or more in advance of the actual commencement of travel, the employee/official should complete the form and attach the receipts to it in order to expedite payment to the credit card company. A second form should then be initiated and used for the expenses incurred during the actual period of travel, as these expenses will most likely be charged during a later billing period. Under no circumstances should a credit card number previously obtained from the Finance Department be used again without its use being recorded in the City Credit Card logbook in accordance with Section B above.
- D. The employee/official is required to request and retain itemized receipts for all expenses incurred using the City credit card during the period of travel. Itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel

expenses incurred and charged to the City credit card shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No-Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt. The customer copy of the credit card transaction receipt shall be retained in addition to the itemized receipts noted above.

- E. The credit card and the completed *City of SeaTac Travel/Purchase Authorization and Credit Card Form* with actual expenses incurred and the corresponding BARS line-item numbers shall be provided to the Finance Department within 15 working days of the expenditure or within 15 working days of the return of the employee or public official from the City travel, whichever occurs later. The back of this form shall be completed and used to provide a daily accounting of the credit card use. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any actual travel expenses incurred that substantially exceeded the estimated amount approved for such travel.
- F. The use of a City credit card to charge non-city business related expenditures is strictly prohibited.
- G. If the City credit card is lost or stolen while in the possession of the employee/official, he/she shall immediately notify the credit card company and file a lost/stolen credit card report. The phone number of the credit card company, the account number of the issued credit card and the City's tax identification number will be provided to the employee/official on a small information card to be kept separate from the credit card. In addition, the employee/official shall notify the City's Finance Department of the lost/stolen credit card, and confirm that the credit card company has been notified.
- H. Pursuant to RCW 42.24.115, the City shall establish a lien against an employee/official salary for any charges made with a City issued credit card that is not properly identified or is disallowed, unless paid by the employee/official prior to the date the credit card billing is due and payable.

## **ARTICLE VI: NO RECEIPT CERTIFICATION**

### **1. MAXIMUM ALLOWABLE AMOUNT PER CALENDAR YEAR**

- A. The purpose of a no receipt certification is to provide a means of reimbursement when a receipt is not available. It is not intended to be used for lost receipts, or as a substitute for providing itemized receipts to the City. However, it is understood



that receipts can be lost or misplaced from time to time, and reimbursement for these expenses would be appropriate.

- B. The maximum amount that any employee/official may submit to the City for reimbursement without providing a detailed, itemized receipt is \$30.00 per calendar year. Any expenses in excess of \$30.00 per calendar year that are not substantiated with an itemized, detailed receipt shall not be reimbursed.
- C. This Article VI shall not apply to gratuities for services such as bellhop or hotel maid service.

**EXHIBIT C**  
**Topics Automatically Referred ~~to Council Study Sessions and~~**  
**~~Council Standing Committees~~**

To improve timeliness and overall efficiency, ~~the City Council previously referred~~ the following topics are referred to [Regular Council Meetings](#), [Council Study Sessions \(CSS\)](#) and [Council Standing Committees](#):

**Administration & Finance [\(A&F\)](#) Committee**

- Financial Policies
- Audit Entrance or Exit Conferences
- Budget Amendments
- Discussion or matters related to the preparation of the budget process
- Council Administrative Procedures [\(or CSS as needed\)](#)
- Citizen Advisory Committees Ordinances [\(or CSS as needed\)](#)
- Hotel/Motel Tax Advisory Committee Annual review
- Seattle Southside Regional Tourism Authority (SSRTA) Budget Review and Recommendation
- [Asset Disposal](#)
- [Unclaimed Property Ordinance](#)
- [Classification & Compensation](#)
- [Multi-Family Tax Exemption application approvals](#)

**Parks & Recreation [\(P&R\)](#) Committee**

- Any item recommended by the Community Services Advisory Committee [\(CSAC\)](#), Arts, Culture and Library Advisory Committee [\(ACLAC\)](#), Senior Citizen Advisory Committee [\(SCAC\)](#) or Tree Board for Council action.
- Special Use Permits that require City Council action
- Addressing proposal from Special Interest groups
- Park Master Plans and program Needs Assessment
- Contracts for capital project – design and construction
- Agreements for park land and non-profit sport groups
- Discussion of new public events
- Section of SMC for parks such as 2:45.17.40, etc.
- Policies for human services and funding strategies.

**Planning & Economic Development [\(PED\)](#) Committee**

- Any item reviewed by the Planning Commission (PC) that has been forwarded by the PC for Council action [\(or CSS as needed\)](#).
- Comprehensive Plan [and related policy documents \(e.g., subarea plans\)](#) issues, [\(or CSS as needed\)](#).
- Economic Development
- [Planning related topics](#)
- [Development Agreements](#)
- [Procedural Development Code Amendments](#)

### **PED Committee (continued):**

- [Building Code Amendments](#)
- [Consultant contracts for Comprehensive Plan and related policy or code amendments](#)

### **Public Safety & Justice [\(PS&J\)](#) Committee**

- SCORE
- Puget Sound RFA
- Police Statistical Reporting
- Red Light Cameras
- Municipal Court
- Sheriff's Office issues
- Security Contracts
- Permit Parking Program
- Regional Animal Services of King County (RASKC)
- School Resource Officer (SRO)
- Defense Attorney Contract
- Mailbox Replacement Program
- Code Compliance

### **Transportation & Public Works [\(T&PW\)](#) Committee**

- Capital Improvement Program (CIP)
- Transportation Improvement Plan (TIP)
- Transportation Master Plan (TMP)
- Solid Waste contracts/agreements/services
- ROW standards and uses
- Franchise Agreements & Negotiations
- Outside agency capital projects within the City (WSDOT, ST, Airport etc.)
- SWM Master Plan
- SWM CIP
- NPDES Permit

### **Council Study Session (CSS)**

- [Council Administrative Procedures \(or A&F as needed\)](#)
- [Citizen Advisory Committees Ordinances \(or A&F as needed\)](#)
- [Legislative Agendas](#)
- [Any item referred to Council Committee where the Committee has requested CSS review](#)
- [Any item reviewed by the PC that has been forwarded by the PC for Council action \(or PED as needed\).](#)
- [Comprehensive Plan and related policy documents \(e.g., subarea plans\) issues, \(or PED as needed\).](#)

### **Regular Council Meeting (RCM)**

- [Seattle Southside Regional Tourism Authority Board appointments confirmation](#)

RESOLUTION NO. 22-018

A RESOLUTION of the City Council of the City of SeaTac,  
Washington amending the City of SeaTac Schedule of License  
Fees, Permit Fees, Other Fees and Charges for City Services.

**WHEREAS**, the City Council has, by Resolution, previously adopted a City of  
SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services;  
and

**WHEREAS**, it is appropriate to annually adjust the City's Schedule of License Fees,  
Permit Fees, Other Fees and Charges for City Services to account for inflation;

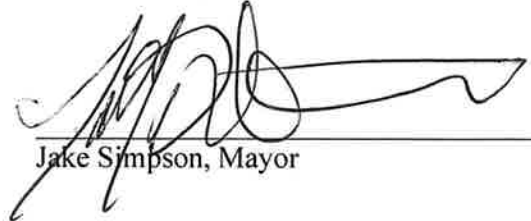
**WHEREAS**, the City Manager has reviewed the City's Schedule of License Fees,  
Permit Fees, Other Fees and Charges for City Services and has brought forward to the City  
Council proposed amendments, including adjustments for inflation;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

1. That the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for  
City Services is hereby amended as set forth on the attached "Exhibit A", which is  
incorporated herein by this reference.
2. This Resolution shall become effective on January 1, 2023.

**PASSED** this 8<sup>th</sup> day of November, 2022 and signed in authentication thereof  
on this 8<sup>th</sup> day of November, 2022.

**CITY OF SEATAC**

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[2023 Schedule of Fees]

## **Exhibit A**



# CITY OF SEATAC



## FEE SCHEDULE

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Schedule of license fees, permit fees, other fees and charges for City services.

*Effective: January 1, 2023*

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## GENERAL GOVERNMENT AND MISCELLANEOUS

<b>Animal Control</b>	
All animal control licenses and fees are charged on a pass-through basis as set by King County (King County Code, Chapter 11.04)	<a href="http://www.kingcounty.gov/depts/regional-animal-services.aspx">Per King County Code. Website:  http://www.kingcounty.gov/depts/regional-animal-services.aspx</a>
<b>Appraisals</b>	Actual Cost
<b>Consultant Fees</b>	
When consultant services are required to supplement or extend City Staff services and when such consultant is mutually agreed upon to provide services, all consultant fees, shall be paid by the applicant, at 100% of actual fees charged, plus a 10% administrative charge for contract management by the City	100% of actual fees charged, plus a 10% administrative charge
<b>Copies and Records</b>	
a. Audio/Video recordings of a meeting(s)	Actual Cost
b. Copies - Black & White –from paper, electronic media, microfilm, etc., per page for 11 or more pages, 11x17 and under (As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes photocopies of public records or printed copies of electronic public records	\$0.15
c. Copies - Color City Maps – 8 ½ x 11	\$1.00
d. Copies – Color - Maps, plans, other GIS products	\$3.50 per square foot
e. Copies - Black & White - Maps, other GIS products	\$1.00 per square foot
f. Copies or Printing – Vendor produced Requestor will be notified of estimated costs in advance	Actual Cost
g. Electronic records provided on electronic storage media	Actual Cost
h. Electronic files or attachments uploaded to email, cloud-based storage, or other means of electronic delivery	\$0.05/four (4) electronic files
i. Postage and/or mailing materials	Actual Cost
j. Scan paper copies to electronic format, per page for 11 or more pages.(As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes public records scanned into electronic format (up to 11x17)	\$0.10
k. Service charge to prepare data compilations or provide customized electronic access services	Actual Cost
l. Transmission of public records in an electronic format	\$.10/GB
m. GIS staff time for filling requests (minimum 1 hour; then billed in 15-minute increments)	Standard hourly rate

## GENERAL GOVERNMENT AND MISCELLANEOUS

<b>Collection Agency Fees (Per Collection Agreement)</b>	
Debts Below \$15,000	Actual Cost + 25%
Debts Between \$15,000-\$50,000	Actual Cost + 20%
Debts Above \$50,000	Actual Cost + 15%
<b>Dishonored Checks (Per Bank Contract)</b>	
a. Reasonable handling charge	\$25.00
b. Cost of collection (or face amount of check, whichever is lesser)	\$40.00
c. Interest from date of dishonor	Prime + 3% (Max 12%)
Additional damages in event of court action - court costs and attorney fees of three times the face amount of the check, or \$300.00, whichever is less.	
<b>Electronic Vehicle Charging</b>	\$2.50 per transaction
<b>Hearing Examiner - Appeals and Hearings</b>	
Add Fees for any copies of records the City has to make for an appeal case	
a. Examiner's charge for conducting hearing and issuing a decision	Actual Cost
b. Filing fee for appeal to Examiner	\$244.00
c. Filing fee for appeal from Examiner to City Council	\$732.00
<b>Late Payment Fees</b>	
a. Late Fee (applied to invoices over 60 days late)	Prime + 3% (Max 12%)
b. Cost of collection and account monitoring	\$40.00
<b>Locking Mailbox</b>	\$120.00
Property owners with an income below 50% of the median (based on the latest HUD Income Guidelines for King County) are eligible for a 50% discount on mailboxes	
<b>Lost check/Re-issue Requested</b> (vendor and/or employee; fee charged after 2nd request)	\$25.00
<b>Standard Hourly Rate</b>	
Applies to all City departments. This rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services	\$119.50
<b>Standard Hourly Overtime Rate</b>	
Applies to all City departments. Charged at one and one-half times the standard hourly rate, this rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services that are required outside of normal business hours. A four-hour minimum callback charge will apply	One and one half times the standard hourly rate (4 hr minimum)

## DEVELOPMENT RELATED FEES

### Home Owner and Occupant Fee Credit

A credit of 20% against the following permit fees shall be applied upon proof of owner occupancy by the applicant. The Department of Community & Economic Development will establish and maintain the standard criteria and documentation required for the Home Owner and Occupant Fee Credit.

### Types of Applications and Permits Eligible for Home Owner and Occupant Fee Credit

Building Services	Engineering Review
Building Permits - These will be incidental permits and may not be called out on the Fee Schedule but can be indicated on a Building Permit at time of application	ROW Class C - All Residential Driveways
Reroofs	<b>Planning</b>
Decks	Lot Line Adjustment
Maintenance/Repairs	Shoreline Exemption
Walls	Shoreline Substantial Development
Porches	Up to \$10,000
Fences > 6'	\$10,001 to \$100,000
Sheds > 200 SF	\$100,001 to 500,000
Storm Drainage	Special Home Occupation
Mechanical Permits	Variance - Administrative
Furnaces	<b>Other Fees</b>
Water Heaters	Technology Fee
Exhaust Fans	
Plumbing Permits	
Water Heaters	
Re-Piping	
Electrical Permits	
Circuits	
Panels	
T-Stats	

### MISCELLANEOUS

<b>Pre-application Meeting</b> -Due at time of application	\$366.00
<b>Technology Fee</b>	5% of the permit fee; \$5.50 minimum

## DEVELOPMENT RELATED FEES

### BUILDING SERVICES

#### Building and Sign Permits

(Technology Fee Applies)

Valuation Amount	Permit Fee
\$1 - \$500	\$61.00
\$501 - \$2,000	\$61.00 for the first \$500.00 plus \$5.60 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$145.00 for the first \$2,000 plus \$24.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 - \$50,000	\$714.25 for the first \$25,000 plus \$18.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$1,166.75 for the first \$50,000 plus \$12.60 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 - \$500,000	\$1,796.75 for the first \$100,000 plus \$10.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 - \$1,000,000	\$5,856.75 for the first \$500,000 plus \$8.30 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Over \$1,000,000	\$10,006.80 for the first \$1,000,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof over \$1,000,000.00



## DEVELOPMENT RELATED FEES

<b>Building and Sign Permits - Other Inspections &amp; Fees (Technology Fee Applies)</b>	
<b>Permit</b>	<b>Fee</b>
<b>Adult Family Home - Application and Inspection</b>	\$165.00
<b>Demolition Permit</b>	
a. For buildings 500 square feet or less	\$61.00
b. Minimum for buildings 500 sq ft or more	\$183.00
c. SEPA required for non-single family residence and any structure in excess of 4000 feet.	<a href="#">See LAND USE</a>
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside the Normal Business hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Manufactured Home</b> - In a park or on a private property	\$378.00
<b>Manufactured Home Pre-inspection</b> - Per hour, plus mileage at IRS rate	Standard hourly rate, 1 hour minimum
<b>Modular Structure</b> - Based on contract amount and computed from ICC Building Standard Fee Table	Valuation
<b>Moving of a House</b>	\$366.00
<b>Outside Consultant</b> - If required for plan checking and inspections	100% of actual cost to include a 10% administrative fee
<b>Plan Review</b>	65% of the permit fee
a. Outside structural plan review - If required	Additional 33% of the permit fee
<b>Re-Roofing Permit</b> - For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects	\$110.00 minimum or valuation
<b>Re-Inspection</b> - Per hour	Standard hourly rate, 1 hour minimum
<b>Washington State Surcharge (Per RCW 19.27.085)</b>	
a. Residential building permits	\$6.50 each permit plus \$2.00 per residential unit after the first unit
b. Commercial building permits	\$25.00 each permit plus \$2.00 per residential unit after the first unit

## DEVELOPMENT RELATED FEES

### Electrical Permits (Technology Fee Applies)

#### Electrical-Single Family Residence (SFR)

	Valuation
New construction SFR dwelling - includes a garage	
Garages, pools, spas, outbuildings	\$149.50
SFR service change or alteration	\$98.00
SFR circuits added/alterd without service change up to five (5) new circuits	\$80.00
a. more than (5) new circuits	\$134.00
Low voltage systems	\$80.00
Meter/mast repair	\$98.00
Noise remedy permit	\$134.00

#### Electrical (Commercial and Multi Family)

Valuation Amount	Fee
\$250.00 or less	\$65.75
\$251.00 - 1,000.00	\$65.75 plus 5.50% of cost over \$250.00
\$1,001.00 - 5,000.00	\$107.00 plus 2.0% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$187.00 plus 1.86% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$1,024.00 plus 1.35% of cost over \$50,000.00
\$250,001.00 - 1,000,000.00	\$3,724.00 plus .91% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,549.00 plus .60% of cost over \$1,000,000.00

a. In addition to the permit fee, when plan review is required, a plan review fee must be paid at the time of permit application equal to 25% of the permit fee with a minimum of the standard hourly rate

b. Additional plan review, if required by changes, additions, and/or revisions to plans will be charged the standard hourly rate (minimum 1 hour)

## DEVELOPMENT RELATED FEES

### Electrical -Other Inspections and Fees

#### Carnivals

a. Base fee	\$109.00
b. Each concession	\$14.50
<b>Consultants Fee</b> - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspection or Plan Review</b> - Not specified elsewhere	Standard hourly rate, 1 hour minimum
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Manufactured/Mobile Home Service</b> - Does not include garage or outbuildings	\$97.00
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum
<b>Temporary Service</b> – Residential, per hour	Standard hourly rate, 1 hour minimum

## DEVELOPMENT RELATED FEES

Mechanical Permits (Technology Fee Applies)	
Mechanical-Single Family Residence (SFR)	
New construction single family dwelling*	\$207.00
New construction installation/existing dwelling* (existing dwelling with no existing ducting or venting)	\$207.00
<i>*Gas piping included in the above permits</i>	
Mechanical - Additions and Remodels to Single Family Residence	
Each new or replaced appliance/equipment, (furnaces, water heaters, exhaust fans, etc.)*	\$79.00
More than two new or replaced appliances/equipment, (furnaces, water heaters, exhaust fans, etc.) *	\$207.00
Gas piping (no equipment or appliances)	\$73.00
<i>*Gas piping included in the above permits</i>	
Mechanical - Multi-Family and Commercial	
Valuation Amount	Fee
\$250.00 or less	\$55.00
\$251.00 - 1,000.00	\$55.00 plus 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$88.75 plus 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$156.35 plus 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$867.35 plus 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,087.35 plus .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$9,837.35 plus .50 % of cost over \$1,000,000.00
Mechanical - Plan Review Fee	
<b>Plan Review Fee</b> - Is equal to 40% of the Mechanical Permit Fee	
<b>Additional Plan Review</b> - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)	
Mechanical-Other Inspections and Fees	
<b>Consultants Fee-</b> If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum

## DEVELOPMENT RELATED FEES

### Plumbing Permits (Technology Fee Applies)

#### Plumbing-Single Family Residence (SFR)

New construction SFR Plumbing Permit	\$207.00
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#### Plumbing- Additions and Remodels to Single Family Residence

Adding one to five fixtures	\$75.50
Adding six to ten fixtures	\$134.00
Over ten fixtures	\$207.00

#### Plumbing - Multi-Family and Commercial

Valuation Amount	Fee
\$250.00 or less	\$55.00
\$251.00 - 1,000.00	\$55.00 plus 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$88.75 plus 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$156.35 plus 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$867.35 plus 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,087.35 plus .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$9,837.35 plus .50% of cost over \$1,000,000.00

#### Plan Review Fee -equal to 40% of the Plumbing Permit Fee

**Additional Plan Review** - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)

#### Plumbing-Other Inspections and Fees

<b>Consultants Fee-</b> If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum

## DEVELOPMENT RELATED FEES

### ENGINEERING REVIEW

#### Right of Way Use Permits

(Technology Fee Applies)

<b>Application</b>	<b>Fee</b>
Class A (Non-residential zones)	\$239.00
Class A (Residential zones)	\$119.50
Class B	\$239.00
Class C all residential driveways	\$239.00
Class C and Class D (Non-Franchise)	\$421.00
Class D (Franchise)	\$470.00
Class E (Haul)	\$217.50
Renewal	50% of the above application fee
<b>Application Review</b>	<b>Fee</b>
Class A (Non-residential zones)*	Standard hourly rate, 1 hour minimum
Class A (Residential zones)*	One hour (at standard hourly rate)
Class B*	Standard hourly rate, 1 hour minimum
Class C Residential driveways less < 30 feet width	Standard hourly rate, 1 hour minimum
Class C and Class D (Non-Franchise) with:	
a. Engineering plans with drainage facilities	\$1,243.50
b. Engineering plans without drainage facilities	\$331.50
Class D (Franchise) for all reviews, including re-submittals and revisions	Standard hourly rate, 1 hour minimum
Class E (Haul) with:	
a. Engineering and traffic control plans	\$388.50



## DEVELOPMENT RELATED FEES

<b>Daily Use (Inspection)</b>	<b>Fee</b>
Class A (Non-residential zones)*	One (1) hour per day at standard hourly rate
Class A (Residential zones)*	No Fee
Class B*	One (1) hour per day at standard hourly rate
Class C and Class D (Non-Franchise)	
a. Construction (Performance Bond) Inspection	
<b>Cost of improvement</b>	<b>Fee</b>
\$0 - 30,000.00	\$140.00 + \$75.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,397.50 + \$33.50/\$1,000 Cost
\$120,001.00 - or more	\$5,417.50 + \$8.50/\$1,000 Cost
b. Maintenance Bond Inspection (Final, 6 mo., & 1 yr.)	
<b>Cost of improvement</b>	<b>Fee</b>
\$0 - 30,000.00	\$85.00 + \$12.00/\$1000 Cost
\$30,001.00 - 120,000.00	\$300.00 + \$5.00/\$1000 Cost
\$120,001.00 - or more	\$630.50 + \$2.50/\$1000 Cost
Class D	Standard hourly rate, 1 hour minimum
Class E	Standard hourly rate, 1 hour minimum
<b>*See SMC 11.10.105 for any expressive activity.</b>	

## DEVELOPMENT RELATED FEES

### Clearing/Grading/Drainage Permit Fees (STE Permits)

#### STE for Single Family Residential (SFR)

Application Fee	\$566.00
Renewal Fee	50% of application fee
Plan Review Fee	\$1,132.50
Inspection Fee	\$566.00
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum

#### STE for all other Permits

Application Fee	\$741.50
Renewal Fee	50% of application fee
Initial Plan Review Fee	\$1,632.50

#### Construction (Performance Bond) Inspection Fee

Cost of improvement	Fee
\$0 - 30,000.00	$\$140.00 + \$75.50/\$1,000 \text{ Cost}$
\$30,001.00 - 120,000.00	$\$1,397.50 + \$33.50/\$1,000 \text{ Cost}$
\$120,001.00 - or more	$\$5,417.50 + \$8.50/\$1,000 \text{ Cost}$

#### Maintenance Bond Inspection Fee (Final, 6 mo., & 1 yr.)

Cost of improvement	Fee
\$0 - 30,000.00	$\$85.00 + \$12.00/\$1000 \text{ Cost}$
\$30,001.00 - 120,000.00	$\$300.00 + \$5.00/\$1000 \text{ Cost}$
\$120,001.00 - or more	$\$630.50 + \$2.50/\$1000 \text{ Cost}$

## DEVELOPMENT RELATED FEES

### Final Grading Plan Review Fees (STE Permit)

Shall be calculated by adding the application amounts from Final Grading Plan Review, Final Clearing Plan Review and if applicable, Final Drainage Plan Review-Commercial; provided the maximum plan review fee shall not exceed \$35,000.00

#### **Final Grading Plan Review Table**

<b>Volume</b>	<b>Base</b>	<b>Per 100 cu.yds.</b>
0-50 cu. yds.	Flat fee	\$186.50
51- 10,000 cu. yds.	\$186.50	\$17.50
10,001 to 50,000 cu. yds.	\$1,730.00	\$2.50
50,001 cu. yds., and more	\$2,999.50	\$1.50

#### **Final Clearing Plan Review Table**

<b>Disturbed Area</b>	<b>Base</b>	<b>Per 100 cu.yds.</b>
Up to 1/2 acre	\$73.00	\$331.50
1/2 to 10 acres	\$156.50	\$248.50
11 acres and more	\$4,899.50	\$81.00

#### **Final Drainage Plan Review- Commercial Table**

<b>Disturbed area</b>	<b>Amount</b>
0 - 1/2 acre site	\$997.50
1/2 - 1 acre site	\$1,246.00
1 - 5 acre site	\$1,994.50
More than 5 acre site	\$5,235.50

## DEVELOPMENT RELATED FEES

### Other Engineering Inspections and Fees (Technology Fee Applies)

<b>Commercial Traffic Circulation Review</b>	
a. On-site review only, no right-of-way improvements	\$199.50
b. On-site and right-of-way improvements review	\$599.00
c. Review for compliance with SEPA conditions	\$199.50
<b>Concurrency Application &amp; Review</b>	One (1) hour at standard hourly rate
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Additional inspections attributable to permittee's action or inaction (per inspection)</b>	Standard hourly rate, 1 hour minimum
<b>Plan Addendum and Revision Fee</b>	
a. Each occurrence	\$239.00
b. Plus additional hourly fee	Standard hourly rate, 1 hour minimum
<b>Permit Renewal Fee</b>	50% of standard application fee
<b>Related Inspections and Other Services</b>	Standard hourly rate, 1 hour minimum
<b>Reclamation Bond Release Inspection</b>	\$225.00
<b>Standard Bonding Rate</b>	
The standard performance bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
The standard maintenance bonding rate is set at 10% of the performance bond.	10%
<b>Transportation Impact Fees</b>	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	See Schedule of Transportation Impact Fees to determine fee amount
<b>Variance - Temporary Noise</b>	\$244.00
<b>Variance - Engineering Review</b>	\$557.00

# DEVELOPMENT RELATED FEES

## LAND USE

### Applications and Fees

(Technology Fee Applies)

<b>Accessory Dwelling Unit</b>	\$153.00
<b>Binding Site Plan</b>	
a. Preliminary	\$4,783.50
b. Final	\$2,989.50
<b>Comprehensive Plan Amendment</b>	\$2,561.50
<b>Comprehensive Plan- Printed Copy</b>	\$73.00
<b>Conditional Use Permits (CUP)</b>	
a. Minor	\$2,689.50
b. Major	\$5,001.00
<b>Consultant Review and Confirmation Fee - For</b> Wetland Consultant, GeoTech Consultant, Arborist, WCF, etc.	100% of actual cost plus a 10% administrative fee
<b>Critical Areas Public Utility Exception</b>	\$1,698.50
<b>Critical Areas Reasonable Use Exception</b>	\$1,698.50
<b>Development Agreement</b>	\$9,380.50
<b>Floodplain Development</b>	\$500.00
<b>Inspections or Reviews - Not otherwise covered</b>	Standard hourly rate
<b>Long Plat</b>	
a. Preliminary	\$9,587.50
b. Final	\$7,501.50
<b>Lot Line Adjustment</b>	\$1,501.00
<b>Mobile Home Park Closure-Plus any other actual costs</b>	\$1,794.00
<b>MultiFamily Property Tax Exemption (MFTE)</b>	
a. Application fee	\$1,336.00
b. Contract amendment	\$668.00
c. Extension of conditional certificate	\$668.00
<b>Other Plans and Planning Documents - Per page for 10</b> or more pages	<a href="#">See Copies and Records</a>
<b>Planned Unit Developments (PUD)</b>	
a. Preliminary	\$10,246.00
b. Final	\$5,001.00
<b>Re-addressing Re-imburement - To neighbor(s) for</b> cost of re-addressing of house (if required)	\$122.00 per house
<b>SEPA - Environmental Checklist</b>	\$2,658.50
<b>SEPA - E.I.S. Preparation</b>	Actual cost
<b>Separate Lot Determination</b>	\$506.00
<b>Shoreline Exemption</b>	\$244.00

## DEVELOPMENT RELATED FEES

<b>Shoreline Substantial Development Permit</b>	
<b>Valuation Amount</b>	<b>Fee</b>
Up to \$10,000.00	\$448.50
\$10,001.00 to \$100,000.00	\$1,373.00
\$100,001.00 to \$500,000.00	\$3,751.50
\$500,001.00 to \$1,000,000.00	\$8,294.50
\$1,000,001.00 +	\$13,759.50
<b>Short Plats -Preliminary</b>	\$4,589.00
<b>Short Plat - Final</b>	\$2,683.50
<b>Short Term Rental</b>	\$226.50
<b>Preliminary Site Plan Review</b>	\$2,683.50
<b>Special Home Occupation Permit</b>	\$445.00
<b>Technology Fee</b>	<a href="#">See MISCELLANEOUS</a>
<b>Temporary Use Permit</b>	\$211.50
<b>Text Amendment to Title 14, 15, 16, or 18 of the SeaTac Municipal Code</b>	\$4,184.50
<b>Variance - Planning</b>	
a. Administrative	\$1,652.50
b. Other	\$3,476.50
<b>Wireless Communications Facilities</b>	
<b>Macro Facility</b>	\$2,689.50
<b>Small Wireless Facility Permit</b>	
a. Up to 5 facilities on existing poles	\$500.00
b. More than initial 5 on existing poles, per pole	\$100.00
c. New or replacement pole, per pole	\$1,000.00
<b>Eligible Facilities Request</b>	\$557.00
<b>Zoning Change of Use/Minor Site Modification</b>	\$444.50
<b>Zoning Code Departure</b>	\$226.50
<b>Zoning Code Interpretation Letter</b>	\$287.00
<b>Zoning Compliance Letter</b>	\$500.00
<b>Zone Reclassification (Rezone) application</b>	\$8,599.50



# BUSINESS LICENSES

The City of SeaTac partners with State of Washington Business Licensing Service (BLS) to administer its City Licenses

## General Business License Fees

Type	Frequency	Fee
Registration Only	Annual	\$0.00
Home Occupation	Annual	\$50.00
Out of City	Annual	\$150.00

Commercial License Fees-use the table below:

Number of Full-Time Employees	Frequency	Fee
0-10 FTE	Annual	\$100.00
11-50 FTE	Annual	\$250.00
51-100 FTE	Annual	\$1,500.00
101-500 FTE	Annual	\$4,750.00
501-1000 + FTE	Annual	\$9,500.00

## Non-Profit 501(c)3 Registration

Type	Frequency	Fee
Registration	Annual	\$0.00

## Other Licenses

Type	Frequency	Fee
Solicitor or Canvasser License	Annual	\$75.00
Vehicle for Hire License - Through King County as adopted by SMC 5.15	<a href="#">Per King County Code 6.64</a>	

<b>FIRE SERVICES</b>	
<b>PUGET SOUND REGIONAL FIRE AUTHORITY (RFA)</b>	
<b>Operational Permits</b>	
International Fire Code 105.6 as modified by SMC	
Operational Permits may be prorated to align with monthly inspection area cycles	
Fees for:	
a. Hazardous Materials Permit	\$203.50
b. High Pile Combustible Material Storage Permit	\$203.50
c. All Other Permits	\$150.00
<b>Construction Permits</b>	
International Fire Code 105.7 as modified by SMC	
<b>Plan Review Fees</b>	
<a href="#">Use Building Services, Building and Sign Permit Fee Valuation Table</a>	65% of Permit Fee
<b>Permit Fees</b>	
<a href="#">Use Building Services, Building and Sign Permit Fee Valuation Table</a>	100% of Permit Fee
<b>Fee for Residential Tank Removal</b>	\$82.50
<b>Other Inspections and Fees</b>	
<b>Additional plan review</b> requiring changes, additions or revisions to plans (1 hour minimum)	Standard hourly rate
<b>Business license inspection</b> (1/2 hour minimum)	Standard hourly rate
<b>Expedited review</b> (1 hour minimum)	Standard hourly rate
<b>Inspections for which no fee is specifically indicated</b> (1 hour minimum)	Standard hourly rate
<b>Inspections outside the normal business hours</b>	<a href="#">Contact Puget Sound RFA</a>
<b>Re-inspections</b> (1 hour minimum)	Standard hourly rate
<b>Request for Code Modification or Alternative Method</b> (2 hour minimum)	Standard hourly rate
<b>The Compliance Engine Portal Filing Surcharge</b>	\$20.00 per system, annually

# MUNICIPAL COURT

## Administrative Fees

a. Abstract of Driving Record	\$10.00
b. Non Sufficient Funds (NSF) Check	\$25.00

## Copy Fees

a. Court Recordings (Per CD)	\$23.50
b. Other copy fees	<a href="#">See GENERAL GOVERNMENT AND MISCELLANEOUS</a>

## Filing Fees

a. Appeals (Civil & Infractions)	\$230.00
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# PARKS, COMMUNITY PROGRAMS AND SERVICES

## SeaTac Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental-Banquet Room	\$95.00 hour	\$105.00 hour
Facility Rental-Gymnasium	\$60.00 hour	\$85.00 hour
Facility Rental-Arts/Crafts	\$40.00 hour	\$50.00 hour
Staff Support	\$25.00 hour	\$25.00 hour
Drop-In Aerobics (per day)	\$6.00	\$8.00
Weight Room (per day)	\$5.00	\$6.00
Weight Room - Seniors (per day)	\$2.75	\$3.75
Weight Room (monthly)	\$25.00	\$30.00
Weight Room - Seniors (monthly)	\$20.00	\$25.00
Shower (per use)	\$3.00	\$3.00

## Valley Ridge Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental	\$50.00 hour	\$65.00 hour
Staff Support	\$25.00 hour	\$25.00 hour

## Valley Ridge Park

Rental	Resident Fee	Non- Resident Fee
Sports Field (synthetic turf)		
a. Tournament (per day, 4 field use. All 4 fields must be rented.)	\$2,400.00	\$2,800.00
b. Portable mounds per field	\$35.00	\$35.00
c. Portable fencing per field	\$125.00	\$125.00
d. Field Use (hourly, per field)	\$65.00	\$75.00
e. Field Lights (per hour)	\$30.00	\$30.00

## Angle Lake Park

Rental	Resident Fee	Non- Resident Fee
Shelter A (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter A (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter B (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter B (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter C (Monday - Thursday)	\$135.00 all day	\$175.00 all day
Shelter C (Friday - Sunday)	\$160.00 all day	\$225.00 all day
Shelter D (Monday - Thursday)	\$75.00 all day	\$100.00 all day
Shelter D (Friday - Sunday)	\$120.00 all day	\$150.00 all day
Performing Stage (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Performing Stage (Friday - Sunday)	\$140.00 all day	\$200.00 all day

# PARKS, COMMUNITY PROGRAMS AND SERVICES

## North SeaTac Park

Rental	Resident Fee	Non- Resident Fee
Baseball/Softball Fields		
a. Tournament (per day, 3 field use. Must rent all 3 fields.)	\$775.00	\$800.00
b. Field Use (per hour, per field)	\$40.00	\$45.00
Soccer (Synthetic turf)		
a. Tournament (per day, 2 field use. Must rent both fields.)	\$1,200.00	\$1,400.00
b. Field Use (hourly, per field)	\$65.00	\$75.00
c. Field Lights (per hour)	\$30.00	\$30.00

## North SeaTac Park - Picnic Shelter

Rental	Resident Fee	Non- Resident Fee
Shelter (Monday-Thursday)	\$100.00 all day	\$150.00 all day
Shelter (Friday-Sunday)	\$140.00 all day	\$200.00 all day

## Sunset Park

Rental	Resident Fee	Non- Resident Fee
Soccer Field		
a. Field Use (per hour)	\$30.00	\$35.00

## Miscellaneous

Special Use Permit (Varies by event)	\$100.00 - \$5,500.00
Veteran Memorial tiles	\$150.00

## Recreation Programs

Recreation Programs are designated by major category with a fee range. Fees for specific programs will vary within the range indicated, based on the number of participants, duration of program, instruction costs and operational supplies.

Class	Fee
Sport Classes	\$9.00-\$627.00
Recreation Classes	\$8.00-\$300.00
Senior Programs	\$8.00-\$100.00
Teen Programs	\$10.00-\$125.00
Youth Programs	\$5.00-\$175.00
Special Events Programs	\$5.00-\$100.00
Convenience fee for each online registration for any class, excursion, or other recreation transaction.	\$1.00

## POLICE SERVICES

<b>Concealed Pistol License</b>	<a href="#">As set by RCW 9.41.070</a>
<b>False Alarms</b> (excessive) - two or more in any consecutive 6 month period. (SMC 8.20.080)	\$100.00
<b>Fingerprint Cards</b>	
First 2 Cards	\$17.00
Additional Cards (each)	\$6.00
<b>Parking Permit Program</b>	
Permit Fee (1st permit)	\$0.00
Permit Fee (2nd permit)	\$65.00
Permit Processing Fee (re-issuance only)	\$25.00
<b>Public Disclosure Records Requests / Police Reports</b>	<a href="#">Refer to King County Sheriff's Office Records Unit</a>
<b>Steering Wheel Locks "The Club" (taxable)</b>	
Car (Model 504)	\$12.80
Truck or SUV (Model 3000)	\$14.30
<b>Vehicle Impound Release Fee</b> (DWLS) (SMC 9.25.030)	\$100.00
<b>Vehicle Impound Release Fee</b> (Prostitution) (RCW 9A.88.140)	\$500.00
<b>Vehicle Impound Release Fee</b> (CSAM) (RCW 9A.88.140)	\$2,500.00



## PUBLIC WORKS

### Street Vacation

Street vacation application	\$1,220.00
Street vacation processing	\$1,220.00

### Franchise Fees

Franchise Application	\$5,220.50 + Cost to Publish
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