



Planning Commission Agenda

March 17, 2026
5:30 pm
Hybrid Meeting

The Planning Commission consists of seven members appointed by the Mayor and confirmed by the City Council. The Commission primarily considers plans and regulations relating to the physical development of the city, plus other matters as assigned. The Commission is an advisory body to the City Council.

Members: Alyne Hansen (Chair), Bandhanjit Singh (Vice Chair), Andrew Barker, Damiana Merryweather, Dee Abasute, Karin Ellis, Tony Zuniga Sanchez.

Staff Coordinator: Kaelene Nobis, Interim Manager

A quorum of the Council may be present.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order / Roll Call		Chair	5:30 (2 min)
2	Approval of the minutes of March 3, 2026, meeting.	Review and Approve	Members	5:32 (3 min)
3	Public Comment on items <u>not</u> on the agenda. <i>Comments on agenda items occur after the staff presentation and Commission discussion on each item below.</i> <i>See Public Comment Process below.</i>		Chair	5:35 (5 min)
4	House Bill 1757 Code Amendments Public Hearing Public Hearing Order: <ol style="list-style-type: none"> 1. Public Hearing Opened 2. Staff Presentation 3. Public Comment 4. Planning Commissioner Questions 5. Public Hearing Closed 6. Direction to Staff or Recommendation 	Public Hearing	Staff and Members	5:40 (30 min)
5	CED Staff Report	Briefing	Staff	6:10 (3 min)
6	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:13 (2 min)
7	Adjourn			6:35

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City's website <https://www.seatacwa.gov/seatvlive>.

Public Comment Process: The commission will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 3:30 pm, the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.

- Instructions for providing remote oral public comments are located at the following link: [Council Committee and Citizen Advisory Committee Virtual Meetings](#).
- Submit email/text public comments to PCPublicComment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.

CITY OF SEATAC
PLANNING COMMISSION MEETING
Minutes of March 3, 2026, Meeting

Members present: *Chair Alyne Hansen, Commissioner Andrew Barker, Commissioner Damiana Merryweather Commissioner Dee Abasute,*

Members absent: *Vice Chair Bandhanjit Singh, Commissioner Karin Ellis, Commissioner Tony Zuniga Sanchez*

Staff & Others Present: *Interim Planning Manager (IPM) Kaelene Nobis, Admin Asst 3 (AA3) Barb Mailo, City Assistant Attorney (CAA) Ha Dao*

1. Call to Order/Roll Call

- (5:31 pm) *Chair Hansen* called the meeting to order and roll call.

2. Approval of February 17, 2026, meeting minutes.

(Review and approve)

- (5:32 pm) *Commissioner Merryweather* motioned to approve the meeting minutes.
- (5:32 pm) Second by *Commissioner Abasute*.

Motion passed: 4-0

3. Public Comment on items not on the agenda.

None

4. House Bill 1757 Introduction

(Informational)

Presented by *(IPM) Nobis*.

Discussion commenced with *Commissioner Barker, (IPM) Nobis, Commissioner Merryweather,* and *Chair Hansen*

5. CED Staff Report

(Briefing)

Presented by *(IPM) Nobis*

- Staff changes – Jenn Kester is now Interim CED Director, Nobis will be the Interim Planning Manager
- Changes coming up with PC staffing in April
- SeaTac Central engagement is live and going well, SeaTac Sub Area
- Survey live held on Speak-Up page, 175 responses received
- March 1, Code Compliance change
- Civic Campus branding and outreach
- Updates on Bullpen and FIFA, will update at next PC meeting

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

None

7. Adjournment

- (5:54 pm) *Commissioner Merryweather* motioned to adjourn the meeting.
- (5:54 pm) Second by *Commissioner Abasute*.

Motion passed: 4-0

The meeting adjourned at 5:54 pm.

DRAFT

15.205.040 Use Chart

LAND USE	RL	RM	URM	MHP	RH	URH	URH-MU	CL	NVM (1)	NVH (1)	CB	CB-C	RBX	P	I	ADDITIONAL STANDARDS
Multi-Family					P(2)	P(2)	P(2)	C(2)	P(1) (2)	P(1) (2)	P(1) (2)	P(1) (2)	C(1) (2)			<p>(1) See SMC 15.520.400 for ground floor active use requirements in NVM and NVH zones.</p> <p>(1) For projects fronting International Blvd or S 188th St, at least 50% of the building’s ground floor shall be a retail, service, or commercial use as described in SMC 15.520.300, Mixed Use in Residential Projects.</p> <p><i>(2) See SMC 15.465.700 for Conversion or Addition of Dwelling Units in Existing Buildings, for provisions for reuse and conversion of existing commercial, mixed-use, and residential buildings.</i></p>

15.465.700 Conversion or Addition of Dwelling Units in Existing Buildings.

A. Purpose and Authority.

1. Purpose. The purpose of this section is to implement RCW 35A.21.440, as amended, which requires code cities to allow additional dwelling units to be created within existing buildings. These provisions are intended to increase the supply and variety of housing by supporting the reuse and conversion of existing commercial, mixed-use, and residential buildings for residential purposes while ensuring compliance with health, safety, and life safety standards.
2. Authority. This section is adopted pursuant to RCW 35A.21.440 and related provisions of state law.

B. Regulations.

The following regulations apply to the creation of additional dwelling units within existing buildings as required by RCW 35A.21.440. In commercial, mixed-use, or residential zones that permit multifamily housing, dwelling units may be added within existing buildings up to a density of 50 percent more than what is allowed in the underlying zone. For the purpose of this section, an existing building means a building that received a certificate of occupancy at least three years prior to the permit application to add dwelling units. The following provisions apply:

1. Health and Safety. All applicable health and safety standards, including but not limited to building code and fire and life safety standards, shall be met.
2. Building Envelope. Dwelling units must be constructed entirely within the existing building envelope. Modifications to the envelope that are required to bring the additional units into compliance with applicable energy, building, fire, or life safety code standards are permitted so long as the volume of the building and the location of exterior walls do not change.
3. Ground Floor Uses. Dwelling units may be located in any part of the existing building except for existing ground floor commercial or retail spaces abutting a major pedestrian corridor as defined by the city.
4. Egress Windows. Windows required for egress may be added so long as they are the minimum size necessary to satisfy fire and life safety code requirements.

5. Parking. No additional parking shall be required for dwelling units added under this section. Existing required residential parking, and parking for nonresidential uses that remain, must be retained.
6. Energy Code. Changed portions of new dwelling units must meet the requirements of the current energy code. Unchanged portions of an existing building are not required to comply with the current energy code solely because of the addition of dwelling units. Energy code compliance is not required if:
 - a. The square footage of new dwelling units does not exceed 2,500 square feet or 50 percent of the total building square footage, whichever is greater;
 - b. The building owner demonstrates that the projected energy use intensity of the building's residential units is less than or equal to the clean buildings performance standard in RCW 19.27A.210; or
 - c. An additional housing unit is created within an existing home located in a residential zone.
7. Design Standards. Additional dwelling units under this section are exempt from dimensional standards, design standards, and design guidelines except as necessary for health and safety, or where the building is a designated landmark or is located within a historic district established by ordinance.
8. Transportation and Environmental Review. No transportation concurrency study under RCW 36.70A.070 or environmental review under chapter 43.21C RCW shall be required for the addition of dwelling units within an existing building under this section.
9. Permitting Requirements. No additional land use permitting requirements, including a change of use permit, shall be required for dwelling units added under this section beyond those generally applicable to residential development in the zone. Building permits required to demonstrate compliance with building, fire, and life safety standards shall continue to apply.
10. Nonconformities. A building permit application under this section may not be denied due to existing nonconformities related to parking, height, setbacks, elevator size, or modulation, unless the reviewing official makes written findings that the nonconformity is causing a significant detriment to the surrounding area.



DETERMINATION OF NONSIGNIFICANCE (DNS)

PROJECT NAME: HB 1757 Implementation – Conversion or Addition of Dwelling Units in Existing Buildings

PROJECT LOCATION: Citywide

PROJECT DESCRIPTION: This non-project proposal amends the SeaTac Municipal Code to add a new Section 15.465.700, Conversion or Addition of Dwelling Units in Existing Buildings. The amendments implement the requirements of Washington State House Bill 1757 and ensure compliance with RCW 35A.21.440, which requires cities planning under the Growth Management Act (GMA) to allow the conversion of existing buildings to residential use and the addition of dwelling units within existing structures. The proposal establishes a clear and streamlined local regulatory framework to facilitate adaptive reuse of existing buildings for residential purposes while maintaining health, safety, and life safety standards. Consistent with state law, the amendments reduce regulatory barriers to adaptive reuse projects, expand applicability to residential zones, limit change-of-use permitting requirements, clarify energy code applicability, and prohibit certain local regulatory requirements that would otherwise apply to new construction. The proposal is citywide in scope and is not site-specific.

PROPONENT: City of SeaTac, Community and Economic Development

LEAD AGENCY: City of SeaTac

STAFF CONTACT: Kaelene Nobis, AICP, *Interim Planning Manager*, Department of Community and Economic Development, 4800 South 188th Street, SeaTac, WA 98188, knobis@seatacwa.gov, 206-973-4834

RESPONSIBLE OFFICIAL: Kaelene Nobis, AICP, *Interim Planning Manager*, Department of Community and Economic Development, 4800 South 188th Street, SeaTac, WA 98188, knobis@seatacwa.gov, 206-973-4834

The City of SeaTac, as lead agency for this proposal, has determined that the proposal will not have a probable significant adverse impact on the environment, and an environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed Environmental Checklist and other information on file with the City of SeaTac.

COMMENT PERIOD: This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for **14 days** from the date of issuance. Comments must be submitted by **5:00 P.M. on Wednesday, March 25, 2026**. Detailed information is available to the public upon request.

APPEAL PERIOD: Any person wishing to appeal this determination may file such an appeal to the SeaTac City Clerk within **10 days** from the end of the comment period. All appeals of the above determination must be filed by **5:00 P.M. on Monday, April 06, 2026**. There is a fee to appeal this determination (see City of SeaTac fee schedule).

Kaelene Nobis

Kaelene Nobis, *Interim Planning Manager*

03/11/2026

Date Issued

RCW 35A.21.440 Compliance Chart

RCW 35A.21.440 Requirement	Draft Code Section 15.465.700 Provision
Adoption deadline: Cities must adopt regulations by June 30, 2026.	Covered in 15.465.700(A)(2) Authority – cites RCW 35A.21.440 as amended. Adoption timing handled via ordinance enactment.
Applies in commercial, mixed-use, or residential zones that allow multifamily housing.	15.465.700(B): specifies applicability to commercial, mixed-use, or residential zones permitting multifamily housing.
Density: Up to 50% more dwelling units than otherwise allowed.	15.465.700(B): permits dwelling units up to 50% more than underlying zoning allows.
Definition of existing building: must have certificate of occupancy at least 3 years old.	15.465.700(B): adopts 3-year certificate of occupancy requirement.
All applicable health and safety standards must be met.	15.465.700(B)(1) Health and Safety.
Dwelling units must be within existing building envelope. Modifications allowed only to meet code, not increase volume/footprint.	15.465.700(B)(2) Building Envelope.
Ground floor commercial abutting pedestrian corridor may not be converted.	15.465.700(B)(3) Ground Floor Uses.
Egress windows allowed if minimum size for life safety.	15.465.700(B)(4) Egress Windows.
No additional parking required. Existing required parking must be retained.	15.465.700(B)(5) Parking.

Energy code compliance only required for changed portions. Exemptions allowed if <2,500 sq ft or 50% of building, or clean buildings performance standard met, or unit in existing home.	15.465.700(B)(6) Energy Code. Matches statutory language with all three exemption options.
Exempt from dimensional standards, design standards, and guidelines (except health/safety or historic buildings).	15.465.700(B)(7) Design Standards.
No transportation concurrency or SEPA required.	15.465.700(B)(8) Transportation and Environmental Review.
No additional land use permits, including change of use, required. Building permits for health/safety still required.	15.465.700(B)(9) Permitting Requirements.
Cannot deny permit due to existing nonconformities (parking, height, setbacks, elevator, modulation) unless significant detriment findings made.	15.465.700(B)(10) Nonconformities.



Public Hearing Staff Report

Project Name: Residential Conversions of in Existing Buildings – HB 1757 Compliance

Project Summary: This project proposes amendments to the SeaTac Municipal Code to allow the conversion of existing commercial and mixed-use buildings to residential uses and the addition of dwelling units within existing buildings. The proposal establishes a new code section, SMC 15.465.700, Conversion or Addition of Dwelling Units in Existing Buildings, and includes related amendments necessary to implement state law requirements. The amendments are intended to comply with House Bill 1757 and RCW 35A.21.440 by creating a clear local framework for residential conversions while maintaining health, safety, and life safety standards. The proposal reduces regulatory barriers to adaptive reuse projects and supports increased housing supply through the reuse of existing buildings.

Applicant: City of SeaTac

I. Background

In 2023, the Washington State Legislature adopted legislation requiring cities to allow the conversion of existing commercial buildings into residential uses. During the 2025 legislative session, the Legislature adopted House Bill 1757, which amended and expanded these requirements.

The legislation requires cities to adopt regulations that facilitate residential conversions within existing buildings while reducing regulatory barriers that may make these projects cost prohibitive.

According to legislative testimony and bill findings, the intent of the legislation is to increase housing supply by encouraging the reuse of existing buildings rather than relying solely on new construction. Adaptive reuse of existing buildings can reduce development costs, minimize construction waste, and bring new residential activity into underutilized commercial areas.

Under RCW 35A.21.440, cities must allow residential units within existing buildings in areas that permit multifamily housing and must limit certain regulatory requirements that could otherwise prevent conversions from occurring.

The 2025 amendments to state law made several significant changes to the original legislation:

- Extends conversion allowances to residential zones in addition to commercial and mixed-use zones.
- Prohibits cities from requiring a change of use permit for qualifying conversions.
- Clarifies limitations on application of the State Energy Code to unchanged portions of buildings.
- Establishes a firm compliance deadline of June 30, 2026.

These changes reflect a broader statewide housing strategy intended to increase housing production and expand opportunities for adaptive reuse of existing structures.

To comply with these requirements, the City is proposing the adoption of a new municipal code section establishing standards and procedures for conversions and the addition of dwelling units within existing buildings.

II. Summary of Amendments

The following amendments as detailed in Exhibit A, the draft code, are proposed.

A. Applicability and Density

- The new code section applies in commercial, mixed-use, and residential zones that permit multifamily housing.
- Additional dwelling units may be added within an existing building up to 50 percent more than what is otherwise allowed in the underlying zone.
- An “existing building” is defined as one that received a certificate of occupancy at least three years prior to the permit application.
- These provisions directly mirror requirements in state law.

B. Building Envelope and Physical Limitations

- New dwelling units must be constructed entirely within the existing building envelope.
- Modifications required to meet building, fire, energy, or life safety codes are permitted.
- Exterior wall locations and the overall building volume may not change.
- These provisions ensure the regulation supports adaptive reuse rather than expansion of existing buildings.

C. Ground Floor Commercial Protections

- Existing ground floor commercial or retail spaces abutting a designated major pedestrian corridor may not be converted to residential use.
- This provision preserves pedestrian-oriented commercial activity in key business areas.

D. Parking

- No additional parking is required for dwelling units added under this section.
- Existing required residential parking must be retained.
- Parking required for remaining nonresidential uses must also be retained.

E. Energy Code

- Only portions of the building that are changed as part of the conversion must meet current energy code requirements.
- Unchanged portions of the building are not required to comply solely due to the addition of dwelling units.

Energy code compliance is not required if:

- The new dwelling units total no more than 2,500 square feet or 50 percent of the building square footage, whichever is greater;
- The building owner demonstrates compliance with the Clean Buildings Performance Standard; or
- The additional unit is created within an existing home in a residential zone.

F. Exemptions from Design, Concurrency, and SEPA

To reduce regulatory barriers to conversions:

- Projects are exempt from dimensional and design standards except where necessary for health and safety or where the property is a designated historic structure.
- No transportation concurrency analysis is required.
- Qualifying projects are exempt from environmental review under SEPA.

G. Permitting and Change of Use

- Cities may not require a change of use permit for qualifying conversions.
- No additional land use permits beyond those generally applicable to residential development may be required.
- Building permits remain required to ensure compliance with building, fire, and life safety standards.

H. Nonconformities

- A building permit application may not be denied due to existing nonconformities related to parking, height, setbacks, elevator size, or building modulation.
- Denial is only permitted if written findings demonstrate the nonconformity would cause a significant detriment to the surrounding area.
- These provisions are intended to prevent legacy development standards from blocking the creation of additional housing units.

III. Planning Commission Review

- A. The Planning Commission reviewed the topic and proposed amendments at its March 3, 2026 meeting.

IV. Regulatory Requirements

A. SEPA Review

The City served as SEPA Lead Agency for this proposal and issued a Determination of Nonsignificance (DNS) on March 11, 2026. The comment period for the SEPA action will expire on March 25, 2026 at 5 pm. No public comments have been received to date.

B. Washington State Department of Commerce Review

The City submitted a 14-day Request for Expedited Review for Notice of Intent to Adopt Amendments to Commerce on March 11, 2026. No comments from Commerce have been received to date.

C. Public Hearing Notice

Notice of this public hearing was posted on SeaTac's Public Notices website on March 2, 2026.

V. Staff Recommendation

Staff believes these proposed regulations comply with Federal Law, State Law, serve the present needs of the community, and are consistent with the City of SeaTac Comprehensive Plan.

VI. Planning Commission Consideration

Planning Commission should hold a public hearing, take testimony, and provide City Council a recommendation to approve or deny the proposed amendments, approve with specific modifications.

VII. Exhibits

1. Proposed code amendments
2. SEPA Determination of Non-Significance
3. Code Compliance Matrix

Prepared by: Kaelene Nobis, AICP, Principal Planner

Prepared on: 03/09/2026

PUBLIC HEARING ORDER OF ACTIVITIES

1. Public Hearing Opened
2. Staff Presentation
3. Public Comment
4. Planning Commissioner Questions
5. Public Hearing Closed
6. Direction to Staff or Recommendation



House Bill 1757

Planning Commission – Public Hearing

March 17, 2026



PURPOSE OF PRESENTATION

- Provide information for public hearing related to proposed House Bill 1757 Code Update for Conversion of Existing Buildings into housing

WHY IS THIS ISSUE IMPORTANT?

- Ensures compliance with state law and statewide goals to increase housing production and remove barriers.



POTENTIAL COMMISSION ACTION

ACTION REQUESTED: Planning Commission should hold a public hearing, take testimony, and provide City Council a recommendation to approve the proposed amendments, deny them, or approve them with specific modifications.

REVIEWS TO DATE:

- March 3, 2026



WHAT IS HB 1757?

The State adopted new requirements under HB 1757

- Amends RCW 35A.21.440
- Cities must adopt compliant regulations by **June 30, 2026**
- Today: overview of draft code + request for direction

HB 1757 is intended to:

- Increase housing supply
- Make commercial-to-residential conversions more cost effective
- Reduce regulatory barriers
- Encourage reuse of existing buildings

Key theme: adaptive reuse over new construction



State law requires cities to:

- Allow conversions in **commercial, mixed-use, and residential zones** that permit multifamily
- Allow up to **50% more units** than zoning otherwise permits
- Prohibit requiring a **change of use permit**
- Prohibit additional parking requirements
- Limit energy code application
- Exempt projects from SEPA and concurrency



Applies in zones that permit multifamily housing:

- Commercial zones
- Mixed-use zones
- Residential zones allowing multifamily

Building must:

- Have received a certificate of occupancy
- Be at least **3 years old**



Draft code allows in accordance with the minimum required:

- Up to **50% more dwelling units** than otherwise permitted

Example:

- 20 units allowed → up to 30 units permitted under this section

No Comprehensive Plan amendment required.



Conversions must:

- Occur entirely within the **existing building envelope**
- Not increase building volume
- Not move exterior walls

Allowed:

- Modifications needed to meet building, fire, or life safety codes

This is adaptive reuse, not expansion.



Draft maintains protection for:

- Existing ground floor commercial
- Abutting designated major pedestrian corridors

Purpose:

- Preserve active street frontage
- Maintain walkability goals



State law requires:

- **No additional parking** for added dwelling units
- Existing required parking must be retained

Removes a common barrier to conversion projects.



Only **changed portions** of new units must meet current energy code.

Unchanged portions are exempt.

Energy code exemptions apply if:

- Units \leq 2,500 sq ft or \leq 50% of building
- Clean Buildings Performance Standard met
- Unit created within existing home in residential zone



Cities may NOT:

- Require a change of use permit
- Require additional land use permits beyond standard residential permitting

Still required:

- Building permits
- Fire and life safety review

Life safety protections remain intact.



Permits may NOT be denied due to:

- Parking nonconformities
- Height
- Setbacks
- Elevator size
- Modulation

Unless written findings show significant detriment.

Intent: prevent legacy issues from blocking housing.



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- Parking nonconformities
- Height
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- Modulation

Unless written findings show significant detriment.

Intent: prevent legacy issues from blocking housing.



This is largely a **compliance update**.

Local discretion is limited.

Our role:

- Clarify procedures
- Ensure clean administrative implementation



POTENTIAL COMMISSION ACTION

ACTION REQUESTED: Planning Commission should hold a public hearing, take testimony, and provide City Council a recommendation to approve the proposed amendments, deny them, or approve them with specific modifications.

REVIEWS TO DATE:

- March 3, 2026



PUBLIC HEARING ORDER OF ACTIVITIES

1. Public Hearing Opened
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