



**City of Seattle**  
Seattle Planning Commission

Grace Kim, Chair  
Vanessa Murdock, Executive Director

**SEATTLE PLANNING COMMISSION**

Thursday, September 14, 2017

Approved Meeting Minutes

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- Commissioners Present:** Michael Austin, Eileen Canola, Sandra Fried, David Goldberg, Grace Kim, Ellen Lohe, Marj Press, Julio Sanchez, David Shelton, Jamie Stroble, Patti Wilma
- Commissioners Absent:** Kara Martin, Tim Parham, Lauren Squires
- Commission Staff:** Vanessa Murdock, Executive Director; Katy Haima, Planning Analyst; John Hoey, Senior Policy Analyst; Robin Magonegil, Administrative Assistant
- Guests:** Sam Assefa, Director, Office of Planning and Community Development; Kyle Rowe, Seattle Department of Transportation
- In Attendance:** Scott Braber

*Seattle Planning Commission meeting minutes are not an exact transcript, and represent key points and the basis of discussion.*

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Referenced Documents discussed at the meeting can be viewed here:

<http://www.seattle.gov/planningcommission/when-we-meet/minutes-and-agendas>

**Chair's Report and Minutes Approval**

Chair Kim called the meeting to order at 3:05pm. She provided an overview of the meeting agenda.

**ACTION: Commissioner Michael Austin moved to approve the August 10, 2017 meeting minutes. Commissioner David Goldberg seconded the motion. The motion to approve the minutes passed.**

Chair Grace Kim reminded the Commissioners of upcoming meetings.

**Announcements**

Executive Director Murdock introduced and welcomed new Get Engaged Commissioner Ellen Lohe. Jake McKinstry has resigned his position on the Commission. Two openings on the Planning Commission will be advertised. The application period will be open for approximately 30 days. Ms. Murdock encouraged the Commissioners to circulate the position description to their respective networks.

## **Briefing: Office of Planning and Community Development Updates**

*Sam Assefa, Director, Office of Planning and Community Development*

Mr. Assefa provided an update on several programs and initiatives of the Office of Planning and Community Development (OPCD).

- 1) Transition planning: OPCD staff are preparing materials summarizing current projects to prepare for a new Mayor. Project updates and responses to questions are being provided to both final Mayoral candidates as requested.
- 2) Mandatory Housing Affordability (MHA): The Final Environmental Impact Statement for the citywide MHA regulations is scheduled to be completed in mid-October. The City Council will be holding a series of meetings to discuss the next steps for these regulations.
- 3) Community Planning Prioritization: OPCD has prepared a draft list of community planning priorities. No work will be done on these this year. Ten to twelve projects have been elevated to “high priority” status. The list will be further prioritized using criteria in early January. At this time, the Planning Commission will have an opportunity to review and provide input.
- 4) Capital Cabinet: The Mayor initiated the Capital Cabinet in 2016 as a new way of coordinating infrastructure investments. The first two pilot projects for the Capital Cabinet are the Duwamish Valley Program and Chinatown/International District, including the Charles Street facility. A new focus of the Capital Cabinet will be a Construction Impacts and Business Support group, an interdepartmental team working to develop a robust outreach framework for capital projects with significant community impacts. Pioneer Square and Northgate have been identified as the pilot projects for this work.
- 5) Industrial Lands: The Mayor’s Task Force on Industrial Lands has proposed a potential rezone of industrial areas within ¼ mile of transit to include commercial uses. This will require development of an Environmental Impact Study. OPCD will also be looking at similar zoning changes in other cities.

## **Discussion: Draft Seattle Planning Commission Bylaws, Protocols and Procedures**

*Vanessa Murdock and John Hoey, Seattle Planning Commission staff*

Executive Director Murdock and Mr. Hoey provided an overview of the Bylaws Committee’s recommended revisions to the Seattle Planning Commission Bylaws and a new Protocols and Procedures Manual. The Bylaws have not been revised since 1996. The Protocols and Procedures Manual is intended to serve as a companion document to the Bylaws and will include more details on specific Commission procedures, such as meetings, leadership elections, and voting.

***If you would like to view the Draft Seattle Planning Commission Bylaws, Protocols and Procedures presentation, it is included in the supporting documents found in the minutes section of our website.***

### *Commission Discussion*

- Commissioners noted a potential discrepancy between language in the Bylaws that states “If a member of the Executive Committee vacates a position prior to completing their term, a special election shall be held to fill that position” and “When the Chair is absent or unavailable, the Vice Chair will perform the duties of the Chair.” It was noted that common practice often allows the Vice-Chair to assume the position of Chair if it is vacated, rather than holding a special election.
- Commissioners encouraged reviewing both the revised Bylaws and the Protocol and Policies Manual through the City’s Race and Social Justice Initiative Toolkit. Both documents should use gender-neutral and inclusive language wherever possible.

### **Briefing: New Mobility Playbook**

*Kyle Rowe, Seattle Department of Transportation*

Mr. Rowe provided an overview of the Seattle Department of Transportation’s New Mobility Playbook, a guide for Seattle to prepare for future innovation in transportation technology. The Playbook features five core “plays” that structure the approach to new transportation technologies:

Play 1: Ensure new mobility delivers a fair and just transportation system for all.

Play 2: Enable safer, more active, and people-first uses of the public right-of-way.

Play 3: Reorganize and retool SDOT to manage innovation and data.

Play 4: Build new information and data infrastructure so new services can “plug and play”.

Play 5: Anticipate, adapt to, and leverage innovative and disruptive transportation technologies.

***If you would like to view the New Mobility Playbook presentation, it is included in the supporting documents found in the minutes section of our website.***

Mr. Rowe acknowledged that the Playbook may evolve over time as the rules for new mobility providers change. The Playbook also serves as an invitation to innovators, as mobility technology is continuously evolving. He highlighted several areas of the Playbook that may be of special interest to the Planning Commission, including:

- Shared Mobility Hubs: areas with access to transit and connections to places more difficult to reach by transit alone.
- Urban Goods Movement: land use issues associated with e-commerce and other emerging shared delivery models.
- Equity: how to best provide access to those without smartphones and/or bank accounts.
- Public Space Recovery: reclaiming the right of way for pedestrian, bike, and transit mobility access.
- Automated Mobility: proactively planning for the transition from human-driven vehicles to fully-automated vehicles.

### *Commission Discussion*

- Commissioners asked for more information on how the pilot bikeshare program is accommodating users without smartphones or bank accounts. Mr. Rowe described efforts by the bikeshare companies to provide discounted rides to users who pick up and drop off bikes at designated locations. One provider also offers a manual keypad to unlock the bikes for non-smartphone users.
- Commissioners suggested the Playbook incorporate more detail on e-commerce, robotics, and innovative clean energy sources.
- Commissioners encouraged using other languages and infographics in the Playbook.
- Commissioners asked for more information about SDOT's data collection and data sharing with mobility providers. Mr. Rowe highlighted several ways that the Department collaborates with private companies and other public agencies to collect data that is used in ongoing planning.
- Commissioners suggested establishing new mobility drop-off/pick-up zones at large events.
- Commissioners noted that there are significant land use implications around mobility hubs that could be challenging to predict, depending on how permanent those hubs are.
- Commissioners encouraged SDOT to incorporate equity measures in the Playbook that would provide more mobility options for low-income populations. Personal safety for vulnerable populations is also a significant equity issue that should be considered.
- Commissioners asked how new mobility providers can engage seniors and other populations that may not think that those services are for them. Mr. Rowe acknowledged that the City has a significant role in assisting with this effort.
- Commissioners stated the importance of ensuring round-trip mobility options to remote locations. Mr. Rowe stated that SDOT is committed to covering the whole city when considering new mobility services.

The Commissioners thanked Mr. Rowe for his presentation, and stated that they look forward to reviewing and commenting on individual new mobility strategies as they are developed.

### **Public Comment**

There was no additional public comment.

**The meeting was adjourned at 5:30pm**