



# SEATTLE CITY COUNCIL

## Land Use Committee

### Agenda

Wednesday, July 3, 2024

2:00 PM

Council Chamber, City Hall  
600 4th Avenue  
Seattle, WA 98104

Tammy J. Morales, Chair  
Dan Strauss, Vice-Chair  
Cathy Moore, Member  
Maritza Rivera, Member  
Tanya Woo, Member

Chair Info: 206-684-8802; [Tammy.Morales@seattle.gov](mailto:Tammy.Morales@seattle.gov)

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# SEATTLE CITY COUNCIL

## Land Use Committee

### Agenda

July 3, 2024 - 2:00 PM

#### Meeting Location:

Council Chamber, City Hall, 600 4th Avenue, Seattle, WA 98104

#### Committee Website:

<https://www.seattle.gov/council/committees/land-use>

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This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Members of the public may register for remote or in-person Public Comment to address the Council. Details on how to provide Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment period at the meeting at

<https://www.seattle.gov/council/committees/public-comment>

Online registration to speak will begin one hour before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

In-Person Public Comment - Register to speak on the Public Comment sign-up sheet located inside Council Chambers at least 15 minutes prior to the meeting start time. Registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

Pursuant to Council Rule VI.C.10, members of the public providing public comment in Chambers will be broadcast via Seattle Channel.

Submit written comments to Councilmembers at [Council@seattle.gov](mailto:Council@seattle.gov)

*Please Note: Times listed are estimated*

**A. Call To Order****B. Approval of the Agenda****C. Public Comment****D. Items of Business**

1. [Appt 02904](#) **Appointment of Fynniece Glover Jr. as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.**

Attachments: [Appointment Packet](#)

Supporting Documents: [Presentation \(7/3/24\)](#)

**Briefing, Discussion, and Possible Vote** (5 minutes)

**Presenter:** Jenna Franklin and Dakota Murray, Office of Planning and Community Development (OPCD)

2. [Appt 02905](#) **Appointment of Eliana Horn as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.**

Attachments: [Appointment Packet](#)

**Briefing, Discussion, and Possible Vote** (5 minutes)

**Presenter:** Jenna Franklin and Dakota Murray, Office of Planning and Community Development (OPCD)

3. [Appt 02906](#) **Appointment of Tiffany Kelly-Gray as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.**

Attachments: [Appointment Packet](#)

**Briefing, Discussion, and Possible Vote** (5 minutes)

**Presenter:** Jenna Franklin and Dakota Murray, Office of Planning and Community Development (OPCD)

4. [CB 120761](#) **AN ORDINANCE** relating to conversions of existing nonresidential structures to residential use; adding a new Section 23.40.080 to the Seattle Municipal Code.

*Supporting Documents:*

[Summary and Fiscal Note](#)  
[Summary Att 1 - SEPA DNS](#)  
[Director's Report](#)  
[Central Staff Memo \(6/5/24\)](#)  
[Presentation \(6/5/24\)](#)  
[Amendment 1 v2](#)  
[Amendment 2](#)  
[Amendment 3](#)  
[Amendment 4](#)  
[Amendment 5](#)

**Briefing, Discussion, and Possible Vote** (30 minutes)

**Presenter:** Geoff Wendtlandt, Office of Planning and Community Development (OPCD)

**E. Adjournment**



Legislation Text

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**File #:** Appt 02904, **Version:** 1

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Appointment of Fynnieceko Glover Jr. as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Fynniecko Glover Jr.</i>		
<b>Board/Commission Name:</b> <i>Equitable Development Initiative Advisory Board</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other:	<b>Term of Position: *</b> 3/1/2023 <b>to</b> 2/28/2026  <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> South Seattle	<b>Zip Code:</b> 98178	<b>Contact Phone No.:</b> [REDACTED] [REDACTED]
<p><b>Background:</b> Fynniecko “Niecko” Glover, Jr. is being recommended for appointment to the EDI Advisory Board, bringing a wealth of experience and a deep commitment to equity. His diverse skill set, extensive background in economic development, and dedication to community engagement make him a valuable asset to the board. Niecko’s work has consistently demonstrated a focus on inclusive initiatives, participatory processes, and uplifting marginalized voices, aligning perfectly with the board's goals.</p> <p>Niecko Glover boasts over a decade of hands-on experience in engaging and supporting vulnerable communities. As a former Economic Development Manager for the City of Seattle, Niecko was instrumental in promoting equitable growth in the Rainier Beach neighborhood. His role involved strategizing for sustainable economic development, job creation, and fostering community partnerships. Niecko also spearheaded participatory budgeting initiatives with King County Local Services, ensuring that community members had a direct say in how public funds were allocated.</p> <p>Niecko is currently pursuing a degree in city and urban regional planning at Alabama A&amp;M University, an HBCU, reflecting his commitment to continuous learning and professional development. He holds several certifications, including as a Certified Life Coach and in Interview Skills &amp; Resume Writing from New Skills Academy. Niecko aspires to start a development firm focused on helping youth gain access to development jobs, aligning with his ongoing projects in Rainier Beach, including securing ARPA investments and collaborating with community stakeholders. His vision extends to creating more educational facilities and reintroducing workforce trade programs in high schools to support youth in gaining applied job skills and trades experience.</p>		

*\*Term begin and end date is fixed and tied to the position and not the appointment date.*

Throughout his career, Niecko has demonstrated a strong focus on equity and community-centered work. He has led large-scale events, served on nonprofit boards, and championed initiatives aimed at addressing community needs. His leadership in these areas showcases his ability to create inclusive environments where all voices are valued. Notably, he has received awards such as the Most Social Impact Award and the Rainier Beach Unsung Hero Award, recognizing his tangible contributions to social impact and community building. Niecko's commitment to community empowerment is further exemplified by his co-founding of grassroots organizations like Sprout, which provides programs for at-risk youth, and his involvement with King County Equity Now, where he is a founding member. These roles highlight his ability to initiate and lead impactful community projects that address the needs of underserved populations.

Niecko's deep roots in Seattle, particularly in West and South Seattle, inform his understanding of local challenges and opportunities. He is actively involved in anti-displacement efforts and community organizations like King County Equity Now and Africatown, and he has worked on participatory budgeting in Skyway. His advocacy for preventing displacement and fostering community building is driven by a passion for health, wealth, and opportunity access for historically marginalized communities. Niecko aims to bring a sense of newness and youthful representation to the EDI Advisory Board. His focus on community-driven solutions and his dedication to empowering diverse communities align with the board's mission to create an inclusive future. Niecko's ability to engage stakeholders, build relationships, and develop innovative solutions will be invaluable in his role on the board.

In summary, Niecko Glover's extensive experience, community-focused mindset, and unwavering commitment to equity position him as an exceptional addition to the Equitable Development Initiative Advisory Board. Niecko's deep community roots and strong commitment to engaging BIPOC youth, and desire to support diverse communities self-directed advocacy and action is impressive. His extensive experience includes a mix of recreational services, event coordination, community management, and business development, underpinned by a dedication to fostering inclusive and equitable opportunities for underserved populations. His proactive approach to fostering inclusive growth and development will undoubtedly contribute to the EDI Board's efforts to create a more equitable Seattle.

**Authorizing Signature (original signature):**



**Date Signed (appointed):**

June 25, 2024

**Appointing Signatory:**

Councilmember Morales

*\*Term begin and end date is fixed and tied to the position and not the appointment date.*

# FYNNIECKO GLOVER JR

A hard working, relationship focused, highly motivated individual who is an ambitious community builder. Strong communicator with an extensive background in customer service skills, proven to be a great team player who thrives in a competitive, fast paced environment. Extremely self-motivated and is readily adaptable to changing atmospheres seeking to be placed in an environment for equitable change for all, as part of a progressive transition to build community knowledge and cultivating innovative ways to pass to the next generation .

## HIGHLIGHTS OF SKILLS AND CERTIFICATIONS

- ❖ Customer Service
- ❖ Impacting youth in the community
- ❖ Answering phone calls and questions
- ❖ Forklift Certification
- ❖ Videography/ Photography
- ❖ Certified Life Coach - New Skills Academy Jan 2021
- ❖ Coordinate Outreach
- ❖ 2020 Most Social Impact Award - Urban Impact
- John Maxwell Leadership Training – April 2018
- OSHA 10
- Flaggers Certification
- CPR & First Aid
- Zola Healing Ambassador
- Chart reading & Reporting
- Community Liaisons

## RELEVANT EXPERIENCE

**Economic Development Manager:** As an Economic Development Manager, I played a vital role in driving and implementing strategies that promote sustainable economic growth and enhance the overall well-being of Rainier Beach community. My primary responsibility were be to engage stakeholders, attract investment, foster business development, and create an environment conducive to economic prosperity. By effectively managing projects and collaborating with various partners, I contributed to job creation, increased revenue, and the long-term success of the community.

Responsibilities:

1. **Economic Development Strategy:** Develop and execute comprehensive economic development strategies that align with the vision and goals of the region or community. Conduct thorough research, analyze data, and identify key sectors and opportunities for growth, innovation, and diversification.
2. **Stakeholder Engagement:** Foster and maintain strong relationships with local businesses, government entities, community organizations, educational institutions, and other key stakeholders. Collaborate with them to understand their needs, address challenges, and create synergistic partnerships to support economic development initiatives.
3. **Business Attraction and Retention:** Identify target industries and actively pursue opportunities to attract new businesses, entrepreneurs, and investors to the region. Showcase the benefits and advantages of the community, coordinate site visits, and provide assistance and resources to facilitate business establishment and expansion. Implement retention strategies to support existing businesses and encourage their continued growth.
4. **Entrepreneurship and Small Business Support:** Cultivate a thriving entrepreneurial ecosystem by providing resources, mentorship programs, and networking opportunities to support aspiring entrepreneurs and small business owners. Collaborate with local organizations and educational institutions to develop initiatives that nurture innovation, encourage startups, and enhance the success of small businesses.
5. **Project Management:** Lead and oversee economic development projects from initiation to completion. Develop project plans, establish timelines, allocate resources, and monitor progress. Coordinate with internal teams, external consultants, and stakeholders to ensure projects are executed efficiently, within budget, and aligned with strategic objectives.
6. **Marketing and Promotions:** Develop and implement marketing campaigns and promotional activities to attract investment, talent, and visitors to the region. Utilize various channels, including digital marketing, social media, trade shows, and conferences, to raise awareness, showcase opportunities, and position the community as an attractive destination for business and economic growth.

7. Grants and Funding: Identify and pursue available grants, funding opportunities, and economic incentives at the local, state, and federal levels. Prepare grant applications, collaborate with stakeholders, and secure financial support for economic development projects. Monitor compliance and reporting requirements associated with funded initiatives.

8. Data Analysis and Reporting: Collect, analyze, and interpret economic data, market trends, and performance indicators to inform decision-making and measure the impact of economic development efforts. Prepare comprehensive reports, presentations, and updates for stakeholders, government officials, and community leaders.

**Customer Relations Management System (CRM) :** As a Customer Relations Manager, My critical role in ensuring customer satisfaction, building strong relationships, and driving loyalty. primary responsibility was to lead and inspire a customer service team, develop customer-centric strategies, and resolve escalated customer issues. By delivering exceptional service and fostering positive experiences, I would contribute to customer retention, revenue growth, and the overall success of the organization.

Responsibilities:

1. Customer Relationship Management: Develop and execute effective customer relationship management strategies to enhance customer satisfaction, loyalty, and advocacy. Build strong relationships with key customers, understanding their unique needs, and providing personalized solutions.

2. Team Leadership and Development: Lead, mentor, and motivate a high-performing customer service team. Set clear objectives, provide ongoing coaching, and foster a positive team culture centered around delivering outstanding service.

3. Escalated Issue Resolution: Serve as the primary point of contact for resolving complex or escalated customer issues. Investigate problems, propose appropriate solutions, and ensure prompt resolution while maintaining a focus on customer satisfaction.

4. Customer Feedback Analysis: Collect, analyze, and leverage customer feedback to gain valuable insights into customer preferences, pain points, and overall satisfaction. Use this data to drive continuous improvement initiatives across the organization.

5. Process Optimization: Identify opportunities to streamline customer service processes, policies, and procedures. Implement changes that enhance efficiency, reduce response times, and improve the overall customer experience.

6. Relationship Building: Cultivate strong relationships with key accounts, strategic partners, and stakeholders. Collaborate with sales and account management teams to identify growth opportunities and ensure customer needs are met effectively.

7. Customer Retention Strategies: Develop and implement initiatives focused on customer retention and loyalty. Implement customer engagement programs, loyalty rewards, and personalized communication strategies to strengthen relationships and increase customer lifetime value.

8. Performance Measurement and Reporting: Establish key performance indicators (KPIs) for customer service and regularly track performance against set goals. Generate reports to assess customer satisfaction, resolution rates, and other relevant metrics. Provide insights and recommendations for improvement to senior management.

**Community Business Manager:** As the Community Business Manager is responsible for overseeing the operations and growth of a community-focused business or organization. This role involves engaging with the local community, building relationships with stakeholders, managing business operations, and implementing strategies to drive success

Key Responsibilities:

1. Develop and implement business strategies and plans that align with the organization's goals and objectives, while catering to the needs of the local community.

2. Establish and maintain strong relationships with community members, local businesses, organizations, and relevant stakeholders to build a supportive network and foster a sense of community engagement.

3. Serve as a point of contact for community members, addressing inquiries, concerns, and feedback promptly and professionally.

4. Plan and execute marketing and promotional initiatives to attract and retain customers, ensuring the business remains competitive and relevant in the community.

5. Manage day-to-day business operations, including staff supervision, inventory management, financial oversight, and customer service.
6. Monitor market trends, consumer preferences, and competitor activities to identify opportunities for business growth and improvement.
7. Collaborate with internal teams, such as marketing, finance, and operations, to coordinate efforts and achieve business objectives.
8. Organize and facilitate community events, workshops, and partnerships to promote the business and create positive experiences for community members.
9. Identify and pursue partnerships with local businesses, community organizations, and nonprofits to support mutual growth and benefit.
10. Stay informed about community development initiatives, local regulations, and industry trends that may impact the business, and adjust strategies accordingly.

**LEASING CONSULTANT** - As a Leasing Consultant, I was an integral part of a dynamic team responsible for leasing and managing residential properties. I would be one the primary point of contact for prospective tenants, providing exceptional customer service and assisting them throughout the leasing process. My role will involve showcasing properties, answering inquiries, conducting thorough screenings, and ensuring a seamless leasing experience.

**Responsibilities:**

1. **Customer Service and Tenant Relations:** Welcome prospective tenants, respond to inquiries promptly, and provide detailed information about available properties, leasing terms, and community amenities. Cultivate positive relationships with tenants, address their needs and concerns in a timely manner, and strive for high tenant satisfaction.
2. **Property Showcasing:** Conduct property tours, highlighting the unique features and benefits of each unit. Demonstrate a comprehensive knowledge of the property layout, floor plans, and amenities to help potential tenants make informed decisions. Showcase the value and lifestyle offered by the community.
3. **Lease Administration:** Prepare accurate leasing agreements, review lease terms, and ensure all necessary documentation is complete and properly executed. Maintain organized records of leasing activities, including tenant information, lease terms, move-in/move-out dates, and rental payments.
4. **Marketing and Outreach:** Collaborate with the marketing team to develop effective strategies for attracting prospective tenants. Utilize various advertising channels, online platforms, and social media to market available units and increase visibility. Engage with local businesses and community organizations to generate leasing leads.
5. **Rental Inquiries and Application Processing:** Respond promptly to rental inquiries, provide detailed information about the application process, and guide potential tenants through the necessary steps. Review and screen rental applications, conduct background and credit checks, and make informed decisions based on established rental criteria.
6. **Lease Renewals and Rent Collection:** Proactively communicate with tenants nearing lease expiration to discuss renewal options and ensure timely lease renewals. Update lease agreements as necessary, coordinate move-in/move-out processes, and effectively track rent collection and payment records.
7. **Market Analysis and Competitor Research:** Stay updated on local rental market trends, including rental rates, occupancy rates, and competitor offerings. Conduct market analysis to identify opportunities for rent adjustments, lease incentives, and occupancy optimization strategies.
8. **Compliance and Legal Requirements:** Maintain a strong understanding of fair housing laws, leasing regulations, and compliance requirements. Ensure full adherence to all legal and regulatory obligations throughout the leasing process.

**Event Coordinator-** The Event Coordinator is a detail-oriented professional responsible for planning, organizing, and executing a wide range of events to create exceptional experiences for clients and attendees. my role involves overseeing all aspects of event logistics, vendor coordination, budget management, and client communication. The Event Coordinator works closely with internal teams and external stakeholders to ensure seamless event execution and deliver memorable results.

Key Responsibilities:

1. Collaborate with clients to understand their event objectives, preferences, and budgetary constraints, translating their vision into actionable event plans.
2. Develop comprehensive event concepts, themes, and timelines, incorporating innovative ideas to create engaging experiences.
3. Manage all logistical aspects of events, including venue selection, contract negotiation, vendor coordination, equipment rentals, and permits.
4. Create detailed event plans and timelines, outlining tasks, responsibilities, and deadlines to ensure smooth execution.
5. Source and manage relationships with vendors, suppliers, and service providers, ensuring quality service delivery within budgetary guidelines.
6. Monitor event budgets, track expenses, and propose cost-saving measures to optimize financial resources.
7. Oversee event setup, including seating arrangements, staging, decorations, audiovisual equipment, and catering services.
8. Coordinate event marketing and promotion efforts, collaborating with the marketing team to develop effective strategies and maximize event visibility.
9. Maintain open communication with clients and stakeholders, providing regular updates, addressing concerns, and managing expectations.
10. Execute on-site event management, coordinating staff, troubleshooting issues, and ensuring a seamless experience for attendees.

## **PROFESSIONAL EXPERIENCE**

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<b>FEDEx EXPRESS</b> Truck Control Agent	<i>2016-2017</i>
<b>CAREER STRATEGIES INC.</b> Leasing Consultant	<i>2017</i>
<b>ASSOCIATED RECREATION COUNCIL (ARC)</b> Youth Counselor	<i>2017-2018</i>
<b>CITY OF SEATTLE</b> Recreation Attendant	<i>2017-2019</i>
<b>CITY OF SEATAC</b> Recreation Attendant	<i>2018-2019</i>

<b>King County Parks and Recreation</b> Recreational Specialist	2019-2021
<b>Sprout</b> Co-Founder	2019- <i>Present</i>
<b>VECA Electric</b> Electrical Apprentice	2019-2020
<b>King County Equity Now</b> Founder, Event Coordinator	2020-2021
<b>City Of Seattle</b> Rainier Beach Economic Development Manager	2021- <i>Present</i>
<b>Rainier Beach Action Coalition</b> Community Business Manager	2021- <i>Present</i>

## **EDUCATION**

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<b>High School Diploma-</b> West Seattle High School	
<b>Highline College</b>	2015-2016
<b>ANEW</b> Pre-Apprenticeship	2018
<b>IBEW 46 -</b> Apprenticeship Program	2019-2020
<b>New Skills Academy-</b> Interview Skills & Resume Writing Cert	2021
<b>New Skills Academy-</b> Life Coaching Certification	2021
<b>Alabama A&amp;M - City &amp; Regional Planning</b>	2022- Present

## **VOLUNTEER EXPERIENCE**

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Special Olympics/Unified Sports	2013-2015
EYN Solutions	2011- <i>Present</i>
Rep N Step	2018- <i>Present</i>
Night to Shine (Tim Tebow Foundation)	2019-2020
Juneteenth	2020- <i>Present</i>
Umoja Festival	2020- <i>Present</i>
Africatown Education and Innovation Board of Directors	2020- <i>Present</i>
Rainier Beach BooBash	2021

**Awards & Highlight**

**C.H.A.M.P.S Seattle fundraising event raised a total of \$22,000 dollars for Halloween events for the Rainier Beach Community for youth**

**State of Africatown Seattle 2022 Watoto Award winner for community builder**

**City of Seattle Neighborhood Economic Recovery Award winner recipient, providing strategies for recovery efforts in Rainier Beach, The neighborhood was able to obtain a total of \$235,000 to support small businesses.**

**Leukemia & Lymphoma Society - Visionary of the Year Canadaite in Seattle, WA**

**Led the largest Juneteeth festival in Seattle,WA Bringing out over 30k people for the holiday**

**Urban Impact Seattle Awarded Fynnieceko - 2020 Most Social Impact Award**

**Created 25 Job opportunities with Port of Seattle, Successfully secured career opportunities for youth and young adults in community**

**Rainier Beach Unsung Hero Award - Business of Excellence July 2023**

# Equitable Development Initiative Advisory Board

**13 Members:** Pursuant to *Ordinance 119887*, all members subject to City Council confirmation.

- a) Initial members in positions 3, 6, 9, 12, and 13 shall be members of the Equitable Development Initiative’s Interim Advisory Board as of the effective date of this ordinance
  - b) The initial terms for positions 1, 3, 4, 6, 8, 10, and 13 shall be one year
  - c) The initial terms for positions 2, 5, 7, 9, 11, and 12 shall be two years
  - d) All subsequent terms shall be for three years. With the exception of initial positions 3, 6, 9, 12, and 13 no member shall serve more than two consecutive three-year terms
- 3 City Council-appointed
  - 3 Mayor-appointed
  - 7 Other Appointing Authority-appointed (specify): Initial appointments by Interim Advisory Board, subsequent appointments by Advisory Board

**Roster:**

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Denise Perez Lally	3/1/2022	2/28/2025	1	Mayor
			2.	Member	Evelyn Allen	3/1/2023	2/28/2026	2	Mayor
			3.	Member	John Rodriguez	3/1/2022	2/28/2025	1	Mayor
			4.	Member	Lindsay Goes Behind	3/1/2022	2/28/2025	1	City Council
			5.	Member	Fynnieceo Glover Jr.	3/1/2023	2/28/2026		City Council
			6.	Member	Kaleb Germinaro	3/1/2024	2/28/2027	2	City Council
			7.	Member	Mark R. Jones	3/1/2022	2/28/2025	2	Board
			8.	Member	Jamie Madden	3/1/2024	2/28/2027	2	Board
			9.	Member	Tiffany Kelly-Gray	3/1/2023	2/28/2026	1	Board
			10.	Member	Diana Paredes	3/1/2022	2/28/2025	1	Board
			11.	Member	Eliana Horn	3/1/2023	2/28/2026	1	Board
			12.	Member	Jennell Hicks	3/1/2023	2/28/2026	2	Board
			13.	Member	Sophia Benalfew	3/1/2022	2/28/2025	1	Board

**SELF-IDENTIFIED DIVERSITY CHART**

	SELF-IDENTIFIED DIVERSITY CHART														
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				
	Male	Female	LGBTQ/ Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial		
<b>Mayor</b>	1	2	1			1	1								1
<b>Council</b>	2	1				2		1							
<b>Other</b>	4	3		1	1	4	1			1					
<b>Total</b>	6	7													

**Key:**

\*D List the corresponding *Diversity Chart* number (1 through 9)

\*\*G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary. 3*

Office of Planning and  
Community Development (OPCD)

# Equitable Development Initiative (EDI)

*Together we can leverage our collective resources to create communities of opportunity for everyone.*

*Land Use Committee  
July 3, 2024*

# EDI Origin Story and Community Leading the Work

- 2015/2016: EDI initiated through community advocacy, guided by EDI Board, RFP community review panel, and led by OPCD.
  - Originated from South CORE, a coalition of 21 community organizations, and Race and Social Equity Taskforce (RSET) a coalition formed to create, inform, and implement the Equitable Development Implementation Plan.
  - Interim Advisory Board, Investment Committee, and Implementation Workgroup formed to stand up EDI.
- **Purpose and Focus:**
  - Mitigate displacement anticipated in Seattle 2035, through community-driven strategies.
  - Foster thriving communities, economic mobility, and generate public benefits through acquisition and permanent ownership.
  - Function as a key tool for the City to actively invest in Seattle's Comprehensive Plan inclusive growth and anti-displacement priorities for communities furthest from opportunity.
  - Target areas with historical disinvestment and high displacement risk.

# EDI Advisory Board Overview

- Equitable Development Initiative Advisory Board established via Ordinance 126173
- Administrative support provided by the Office of Planning and Community Development
- Meets monthly as a full body and in various committees
  - 13 members who represent the diversity of Seattle and bring unique development knowledge.
  - Positions 1-3: Appointed by the Mayor.
  - Positions 4-6: Appointed by the City Council.
  - Positions 7-13: Appointed by the Board (with exceptions).
  - Appointments confirmed by City Council.
- Purpose
  - Advise the City on equitable development strategies and goals.
  - Provide guidance on the allocation of EDI funds to reduce displacement pressures.
  - Focus on restoring communities already affected by displacement.
  - Ensure historically marginalized communities have access to opportunities.

# Board Role in EDI Funding Process and Decisions

## Core Criteria (from EDIP)

- Depth of relationship, equity drivers, risk of displacement, access to opportunity, project reasonableness.
- Other considerations include geographic and demographic distribution, balance of project types plus new and recurring needs, prioritization of gaps.

## Board and Community Evaluation Panel

- Finetune criteria for annual funding and application evaluation.
- Support development of RFP materials.

## Announcement:

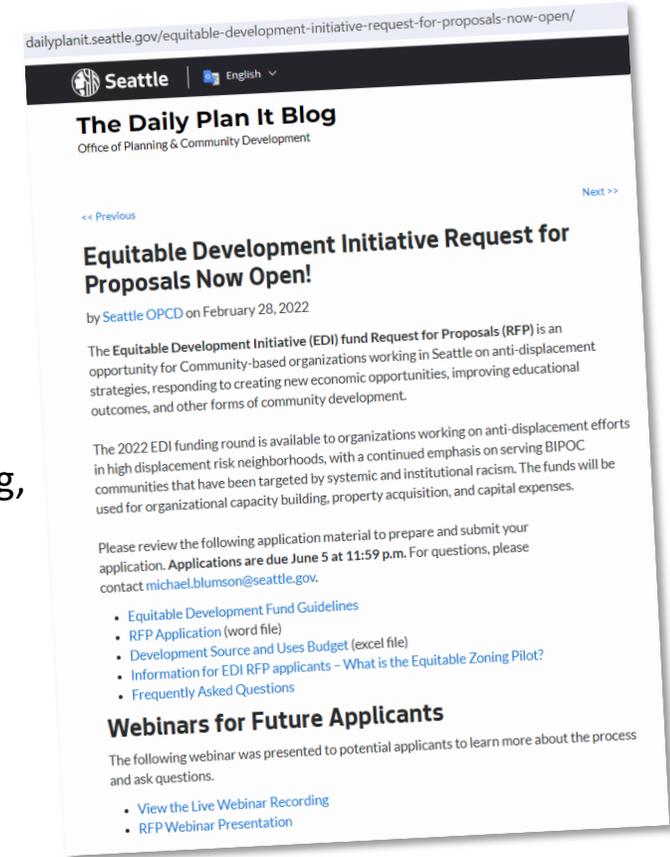
- 1 to 2 RFPs annually is typical.
- City announces available funding on official channels and the City's website, including total funding, eligibility criteria, and overall initiative goals.

## Application Period:

- Staff host info sessions about purpose, process, criteria, and timeframe for potential applicants.
- Organizations or project partnerships submit proposals during a specified application period.

## Proposal Submission:

- Parties submit proposals with project information, alignment with EDI goals, and an estimated budget.



# Board Role in EDI Funding Process and Decisions

## Review Process:

- Thorough evaluation of proposals with a community review panel, EDI Board, staff, and City officials.
- Criteria include alignment with Core Criteria, RSJI and equity goals, community impact, and feasibility.

## Selection of Awardees:

- City selects organizations or projects based on the review process.
- Panel makes recommendations and awardees chosen for their potential to contribute to equitable development.

## Notification:

- Successful and unsuccessful applicants are notified of funding decisions.
- Feedback provided to unsuccessful applicants for future proposal improvement.

## Contracting and Implementation:

- Awardees establish contracts with the city, outlining funding terms and conditions.
- EDI Division assigns project managers to work with recipient project teams, and work with City staff (such as, SDCI, HSD, OED, Council, SCL, SPU) to keep projects moving and collaborate on process improvements.



# Project Profile – Chief Seattle Club - ʔálʔal

ʔálʔal (meaning “Home” in Lushootseed), a residence for urban Natives to call home, find stability through housing, and connect with our community. Project is complete and in compliance period.

## Funding:

- Total funding through EDI budget and Council specific adds = \$5,275,000.
- Funding helped advance Chief Seattle Club finance the design and permitting process.
- EDI funds supported the rehabilitation of the adjacent existing social services space to allow Chief Seattle Club to make the most efficient use of both areas

## Purpose:

- Advance Chief Seattle Club's Pioneer Square urban housing complex "ʔálʔal" serving homeless American Indian/Alaskan Native population

## Outcome:

- Located in Pioneer Square
- Over 80 affordable apartments
- Health clinic, non-profit offices, and a cafe/gallery space and community spaces
- Immediate ownership for Chief Seattle Club

## Program Enhancements & Efficiencies:

- OPCD and HSD consolidated ʔal-ʔal contracts to reduce compliance burdens.
- In 2019 and 2020, Council added additional budget for rehabilitation of adjacent social services space.
- At start of construction, infusion of residential funding sources reimburses EDI predevelopment funds. Funds then reinvested to complete healthcare clinic and programming spaces.
  - This allows Chief Seattle Club to take immediate ownership of the non-housing condominium space.

# Fynniece "Niecko" Glover Jr.

*(Council Appointment and Confirmation)*

## Motivation to Serve

- Contribute his skills and experience, and deep commitment to equity, to advancing equitable development and creating more opportunity for communities – seeks to uplift marginalized voices

## Education and Certifications

- Pursuing a degree in City and Urban Regional Planning at Alabama A&M University
- Certified Life Coach and New Skills Academy graduate in Interview Skills & Resume Writing

## Candidate Highlights

- Former Economic Development Manager for the City of Seattle.
- Roots in Rainier Beach and went to high school in West Seattle
- Co-founder of grassroots organizations like Sprout.
- Founding member of King County Equity Now.
- Recipient of Most Social Impact Award and Rainier Beach Unsung Hero Award

## Contributions to Community

- Over a decade of experience in engaging and supporting vulnerable communities.
- Promoted equitable growth in Rainier Beach.
- Actively involved in anti-displacement efforts with Africatown
- Spearheaded participatory budgeting initiatives with King County Local Services.

## Investment Dreams

- Aspires to start a development firm to help youth gain access to development jobs
- Committed to creating educational facilities and reintroducing workforce trade programs in high schools
- Wants to support community-driven solutions and empowering diverse communities

# Eliana Horn

*(Board Appointment, Council Confirmation)*

## Motivation to Serve:

- Views Seattle EDI as a vital resource, centering community vision and leadership
- Advocates for expanding EDI's support for community learning and promoting deeper engagement with democratic governance of land and housing

## Education and Certifications

- Juris Doctor from CUNY School of Law.
- Bachelor of Arts from Columbia University

## Candidate Highlights:

- Policy Analyst at Puget Sound Sage, specializing in Community Stewardship of Land
- Founder and attorney at Interdependent Law PLLC, focusing on land projects and worker cooperatives
- Former Director of Organizing at Tenants Union of Washington, leading successful anti-displacement campaigns
- Experienced in legal representation, policy advocacy, and community organizing, housing security

## Contribution to Community:

- Ten years of commitment to building the movement for community stewardship of land
- Led successful anti-displacement campaigns and legislative efforts
- Advocates for permanent, democratic control of land by and for impacted communities

## Community Investment Dreams:

- Find ways for enable government to address past harms to BIPOC communities
- Empower the potential for transformative change by centering the needs of impacted communities
- Eager to contribute expertise in tenant organizing and community-led equitable development to the EDI Board

# Tiffany Kelly-Gray

*(Board Appointment, Council Confirmation)*

## Motivation to Serve

- Seeks to prevent and end cycles of harm experienced by the community.
- Eager to be a part of the solution via equitable development
- Contribute skills and understanding of equitable development challenges gained through personal and professional experience
- Drawn to the Boards role in shaping EDI fund allocation criteria and dedication to furthering the City's race and social justice goals

## Education and Certifications

- Bachelor of Arts in Digital Cultures & Technology Seattle University
- FINRA licensed

## Candidate Highlights

- Currently the Impact Director at Byrd Barr Place (EDI recipient organization), a Black-led organization dedicated to addressing inequities in the Central District and Seattle
- Former: Wealth Manager at Merrill Lynch, and Community Navigator - Director of Economic Development, Central Area Collaborative
- Experienced in strategic planning, process improvement, and data analysis, partnerships and relationship management, and project management

## Contributions to Community

- Work deeply rooted in principles of social justice, equity, and community empowerment—aligned with the goals EDI
- Serves as Board Trustee for Berschi School
- Engaged in initiatives like the Black Equity Ball for homeowners and providing courses on sustainable ownership planning.
- As Impact Director at Byrd Barr Place, led efforts to ensure programs and services meet community needs and empower advocacy for systemic changes
  - Develop and implement the BBP's fund development strategy.
  - Cultivate trusting relationships with existing and new investors.

## Community Investment Dreams

- Aims to facilitate land ownership for BIPOC individuals in Seattle, particularly in desired areas and with favorable terms.
- Support building intergenerational wealth



Legislation Text

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**File #:** Appt 02905, **Version:** 1

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Appointment of Eliana Horn as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Eliana Horn</i>		
<b>Board/Commission Name:</b> <i>Equitable Development Initiative Advisory Board</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>EDI Advisory Board</i>	<b>Term of Position: *</b> 03/01/2023 <b>to</b> 02/28/2026  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Columbia City / Seward Park</i>	<b>Zip Code:</b> <i>98118</i>	<b>Contact Phone No.:</b> [REDACTED] [REDACTED]
<p><b>Background:</b></p> <p>Eliana Horn is a dedicated community advocate, policy analyst, and attorney with extensive experience in tenant organizing, legal representation, and community-led land and equitable development projects. Her commitment to social justice is evident through her decade-long involvement in various roles supporting community stewardship of land. This framework, which Eliana champions, is essential for achieving racial, economic, gender, and climate justice.</p> <p>Eliana’s educational background includes a Juris Doctor from CUNY School of Law, earned in May 2018, and a Bachelor of Arts from Columbia University, completed in June 2011. This strong academic foundation has equipped her with the legal expertise and analytical skills necessary to effectively advocate for community stewardship of land and social justice. Driven by a passion for empowering marginalized communities, particularly Black, Indigenous, and People of Color (BIPOC), Eliana works in partnership with communities so they can take democratic control of their land and housing resources. She believes that community ownership is key to creating lasting change and ensuring that the voices of those most impacted are heard and prioritized.</p> <p>Eliana's interest in serving on the Equitable Development Initiative (EDI) Advisory Board stems from her belief in the government's responsibility to address historical harms against BIPOC communities and its potential to foster transformative societal changes. She is eager to bring her expertise in tenant organizing and community-led development to the EDI board to enhance its impact on community stewardship of land. Eliana views Seattle EDI as a crucial resource that centers community vision and leadership, particularly from BIPOC communities. She aims to protect and expand EDI's role in supporting community learning, democratic governance of land and housing, and rapid land</p>		

\*Term begin and end date is fixed and tied to the position and not the appointment date.

acquisition strategies. With her extensive background in policy work, legal representation, and organizing, Eliana is an invaluable addition to the EDI Advisory Board, committed to advancing equitable development and justice for all.

Professionally, Eliana has a diverse and impactful career. Currently, she serves as a Policy Analyst at Puget Sound Sage in Seattle, where she focuses on community stewardship of land. In this role, she conducts policy research, engages in community education, and supports advocacy campaigns. Eliana collaborates with community partners to release policy platforms, co-author reports on disaster gentrification, and develop educational tools for policymakers and the public. Additionally, as the Founder and Attorney at Interdependent Law PLLC, she represents community organizations in legal matters related to land projects and worker cooperatives, creating educational tools to aid clients in understanding complex legal concepts and supporting informed decision-making through workshops and aids.

Eliana's previous roles further highlight her dedication to social justice and community advocacy. At Colectiva Legal del Pueblo, she represented immigrants in legal proceedings and contributed to organizational policy development. During her tenure at the Tenants Union of Washington, she led anti-displacement campaigns, coordinated direct actions, and developed strategic plans for tenant organizing. She also implemented community engagement programs focused on gun violence prevention at the Crown Heights Mediation Center. Eliana's volunteer work includes strategic roles in various social justice campaigns and community land control initiatives, reflecting her deep commitment to empowering marginalized communities. Her efforts have been recognized with several awards, including the CUNY Law Graduate Fellowship and the National Alliance of HUD Tenants Organizer of the Year.

**Authorizing Signature (original signature):**

Mark R. Jones, Ph.D.

Mark R. Jones, Ph.D. (Jun 18, 2024 13:22 PDT)

**Date Signed (appointed):**

06/18/2024

**Appointing Signatory:**

*Dr. Mark R. Jones*

*Board Vice Chair*

\*Term begin and end date is fixed and tied to the position and not the appointment date.

EDUCATION

**CUNY SCHOOL OF LAW**, Queens, NY

[https://seattle.granicus.com/boards/forms/34/apply/3821435?code=9202ead2-af83-4eed-9281-](https://seattle.granicus.com/boards/forms/34/apply/3821435?code=9202ead2-af83-4eed-9281-b35cc3acaa0a)

b35cc3acaa0a May 2018, Juris Doctor

**COLUMBIA UNIVERSITY**, Manhattan, NY

June 2011, Bachelor of Arts

AWARDS

**CUNY LAW GRADUATE FELLOWSHIP**, Queens, NY

September 2015

*Awarded in recognition of outstanding academic and public interest accomplishments*

**NATIONAL ALLIANCE OF HUD TENANTS ORGANIZER OF THE YEAR**, Washington, D.C.

June 2013

**AVODAH SOCIAL JUSTICE FELLOWSHIP**, Brooklyn, NY

September 2011

EMPLOYMENT

**PUGET SOUND SAGE**, Seattle, WA

*Policy Analyst – Community Stewardship of Land, Research Consultant*

January 2021 – Present

- Research policy and budget considerations to support campaigns that advance community stewardship of land framework
- Collaborated with community partners to release policy platform and report addressing disaster gentrification and centering community stewardship of land;
- Co-wrote and co-designed website educating policymakers and community members regarding community stewardship of land and facilitated feedback and input from community partners

**INTERDEPENDENT LAW PLLC**, Seattle, WA

*Founder, Attorney*

September 2021 – Present

- Create educational tools for clients and community members to understand legal landscape and make informed decisions;
- Represent community organizations seeking creative solutions to collectively steward land and housing;
- Represent forming and established businesses exploring worker ownership through worker cooperatives, employee ownership trusts, and stock-based employee ownership plans;
- Support policy development through education series on radical forms of homeownership and participation in King County Equitable Development Initiative Community Work Group;

**COLECTIVA LEGAL DEL PUEBLO**, Burien, WA

*Staff Attorney*

October 2018 – August 2021

- Represented detained and non-detained immigrants in removal and bond proceedings through a range of legal strategies, including federal litigation
- Filed affirmative asylum applications to help immigrants establish permanent residency and ultimately citizenship
- Served on finance, legal, and collective development working groups to collectively establish policies and procedures for organizational finance, human resources, and legal management

**TENANTS UNION OF WASHINGTON**, Seattle, WA

*Director of Organizing*

August 2014 – March 2015

- Supervised and trained an organizing staff of four to implement campaigns targeting the Seattle Housing Authority, predatory developers, and slumlords
- Developed strategy for campaigns and coordinated pro bono attorneys to develop legal strategies to support organizing work
- Authored tenant association and campaign manual for tenants utilizing popular education tools and designed framework for tenant association membership model

*Lead Organizer, Section 8 Tenants Organizing Project*

October 2012 – August 2014

- Provided leadership development and trainings including power-mapping, campaign planning, media work to tenants in eight buildings across Washington State
- Coordinated direct actions including rallies, marches, call-ins, press conferences, online actions, and meeting disruptions

**CROWN HEIGHTS MEDIATION CENTER**, Brooklyn, NY

*Special Projects Coordinator, Volunteer Coordinator*

September 2011 – August 2012

- Implemented programming to engage broad community participation in gun violence prevention including organizing community responses to local shootings, peace marches, and an anti-violence art festival

INTERNSHIPS

**HOUSING JUSTICE PROJECT, Kent, WA**

*Rule 9 Legal Intern*

May 2017 – August 2017

- Represented tenants in eviction proceedings in *ex parte* court

**CREATING LAW ENFORCEMENT ACCOUNTABILITY AND RESPONSIBILITY, Queens, NY**

*Student Attorney*

September 2017—May 2018

- Conducted Know Your Rights workshops for Muslim, Arab, and South Asian communities in New York City
- Provided legal counseling and prepared community members who were subjected to grand jury subpoenas and FBI questioning

**BROOKLYN DEFENDERS SERVICES, Brooklyn, NY**

*Legal Intern*

September 2017—December 2017

- Counseled defendants in arraignment proceedings under the supervision of an attorney

**PUGET SOUND SAGE, Seattle, WA**

*Legal Intern*

September 2016 – December 2016

- Authored memoranda regarding applicability of Fair Housing Law as related to community control of housing
- Created an educational website about public property disposition policy in Seattle, available at <https://tinyurl.com/yavpakb4>

**PUBLIC ADVOCATE, Seattle, WA**

*Legal Intern*

June 2016 – September 2016

- Compiled research and authored a report documenting gaps in DOJ consent decree regulating Seattle Police Department

VOLUNTEER WORK

**JEWISH VOICE FOR PEACE, SEATTLE CHAPTER**

January 2013 – August 2015; November 2022 - Present

- Developed strategy and organized actions for campaign demanding Sur La Table cease selling SodaStream, a product made in the Occupied Territories in Palestine

**DISPLACED TENANTS FOR ACCOUNTABILITY AND TRANSPARENCY**

March 2015 – January 2022

- Facilitated regular meetings with low-income tenants to design processes to disburse 5.7 million dollars settlement in support of community-controlled affordable housing in Seattle, WA
- Collaborated with local social justice philanthropic organization, Social Justice Fund, to design grant-making process

**TENANTS UNION OF WASHINGTON, BOARD OF DIRECTORS**

June 2020 – October 2022

- Served as chair of the Organizing, Policy and Strategy committee, focused on capacity-building of organizing work

**LA RESISTENCIA**

May 2017 – August 2017

- Interviewed immigrants detained at Northwest Detention Center about conditions inside
- Facilitated communication between detained immigrants and organizers, activists and lawyers in La Resistencia network

**COMMUNITY CONTROL SEATTLE**

May 2016 – September 2017

- Coordinated monthly meetings of researchers, advocates and organizers and activists to strategize about how to increase movement capacity for community control of land and how to take projects to scale

PUBLICATIONS

Horn, Eliana & Jemma Pasch (July 8, 2017), *Truthout*

“[Police Brutality is Not ‘Repairing the World’: Why Jewish Institutions Must Divest from State Violence](#)”

Horn, Eliana, Cat Cunningham, Beck Gross, and Gillian Locascio (July 23, 2015), *Slog at the Stranger*

“[City Attorney Pete Holmes Should Stop Prosecuting Black Lives Matter Protesters](#)”

Horn, Eliana. (July 21, 2014), *Slog at the Stranger*

“[Seattle’s Band-aid Solution for Displaced Tenants isn’t Good Enough and Here’s Why](#)”

Horn, Eliana & Stina Jannsen (April 15, 2013), *Publicola*

“[A Tale of Two Buildings: Why the Council Should Ask for More in South Lake Union](#)”

LANGUAGES & OTHER SKILLS

- Intermediate fluency in Spanish
- Intermediate proficiency in Geographic Information Systems (GIS) software

# Equitable Development Initiative Advisory Board

**13 Members:** Pursuant to *Ordinance 119887*, all members subject to City Council confirmation.

- a) Initial members in positions 3, 6, 9, 12, and 13 shall be members of the Equitable Development Initiative’s Interim Advisory Board as of the effective date of this ordinance
  - b) The initial terms for positions 1, 3, 4, 6, 8, 10, and 13 shall be one year
  - c) The initial terms for positions 2, 5, 7, 9, 11, and 12 shall be two years
  - d) All subsequent terms shall be for three years. With the exception of initial positions 3, 6, 9, 12, and 13 no member shall serve more than two consecutive three-year terms
- 3 City Council-appointed
  - 3 Mayor-appointed
  - 7 Other Appointing Authority-appointed (specify): Initial appointments by Interim Advisory Board, subsequent appointments by Advisory Board

**Roster:**

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	Denise Perez Lally	3/1/2022	2/28/2025	1	Mayor
			2.	Member	Evelyn Allen	3/1/2023	2/28/2026	2	Mayor
			3.	Member	John Rodriguez	3/1/2022	2/28/2025	1	Mayor
			4.	Member	Lindsay Goes Behind	3/1/2022	2/28/2025	1	City Council
			5.	Member	Fynnieceo Glover Jr.	6/1/2023	5/28/2026		City Council
			6.	Member	Kaleb Germinaro	3/1/2024	2/28/2027	2	City Council
			7.	Member	Mark R. Jones	3/1/2022	2/28/2025	2	Board
			8.	Member	Jamie Madden	3/1/2024	2/28/2027	2	Board
			9.	Member	Tiffany Kelly-Gray	6/1/2023	5/28/2026	1	Board
			10.	Member	Diana Paredes	3/1/2022	2/28/2025	1	Board
			11.	Member	Eliana Horn	3/1/2023	2/28/2026	1	Board
			12.	Member	Jennell Hicks	3/1/2023	2/28/2026	2	Board
			13.	Member	Sophia Benalfew	3/1/2022	2/28/2025	1	Board

**SELF-IDENTIFIED DIVERSITY CHART**

	SELF-IDENTIFIED DIVERSITY CHART														
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				
	Male	Female	LGBTQ/ Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial		
<b>Mayor</b>	1	2	1			1	1								1
<b>Council</b>	2	1				2		1							
<b>Other</b>	4	3		1	1	4	1			1					
<b>Total</b>	6	7													

**Key:**

- \*D List the corresponding *Diversity Chart* number (1 through 9)
- \*\*G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
- RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary. 3*



Legislation Text

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**File #:** Appt 02906, **Version:** 1

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Appointment of Tiffany Kelly-Gray as member, Equitable Development Initiative Advisory Board, for a term to February 28, 2026.

The Appointment Packet is provided as an attachment.



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Tiffany Kelly-Gray</i>		
<b>Board/Commission Name:</b> <i>Equitable Development Initiative Advisory Board</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>EDI Advisory Board</i>	<b>Term of Position: *</b> 3/1/2023 to 2/28/2026  <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> Central District	<b>Zip Code:</b> 98122	<b>Contact Phone No.:</b> [REDACTED]
<p><b>Background:</b> Tiffany Kelly-Gray's is a dedicated community advocate and visionary leader with extensive experience across various sectors, including community empowerment, that reflects her commitment to equity. With a rich history of advocacy and strategic leadership in Seattle's Central District, Tiffany's appointment comes as a significant addition to the board, reflecting the EDI's commitment to fostering community-led actions that prevent displacement of historically marginalized communities.</p> <p>As the Impact Director at Byrd Barr Place, Tiffany has been instrumental in shaping the organization's fund development strategy and fostering strong relationships with both existing and new investors. Her efforts have been pivotal in combating displacement and addressing persistent inequities in Seattle's Central District, particularly through Byrd Barr Place's acquisition of their historic fire station home base, empowered through support from the Equitable Development Initiative (EDI). Tiffany's dedication to equity and social justice is evident in her efforts at Byrd Barr Place, where she has led initiatives to meet community needs and empower systemic advocacy. She is committed to implementing financial literacy programs and offering technical support tailored to community needs.</p> <p>Tiffany holds a Bachelor of Arts in Digital Cultures &amp; Technology from Seattle University. Her core skills and competencies include cross-functional leadership, project management, continuous process improvement, community engagement, strategic planning, budgeting, financial acumen, partnerships, relationship management, and data analysis. Earlier in her career, Tiffany gained valuable financial acumen and strategic leadership experience as a Wealth Manager at Merrill Lynch (2006-2008) and a Community Lender at Fifth Third Bank (2004-2006). These roles provided her with a solid foundation in financial management and client relationship building.</p>		

\*Term begin and end date is fixed and tied to the position and not the appointment date.

As a longtime resident of Seattle’s Central District, Tiffany has deep ties to the community and a personal commitment to preventing displacement. She is active in promoting diversity, equity, and inclusion through her board service and community initiatives. Her focus is on providing wealth opportunities and preventing economic inequities among marginalized communities. Tiffany's professional journey is marked by a deep commitment to social justice, equity, and community empowerment. Since September 2021, she has served as the Community Navigator and Director of Economic Development at the Central Area Collaborative. In this role, Tiffany directs economic empowerment programs, manages budgets, oversees program outcomes, and leads staff development, all aimed at enhancing economic opportunities for residents in Seattle’s Central District. In addition to her professional roles, Tiffany has been a Board Trustee at The Bertschi School since 2019, where she chairs the Diversity, Equity, and Inclusion committee. She leads the hiring task force and collaborates with the Director of Diversity on initiatives involving parents and staff, reinforcing her commitment to equity in educational environments.

Looking ahead to her role on the Equitable Development Initiative (EDI) Advisory Board, Tiffany is eager to shape EDI fund allocation criteria to further the City's Race and Social Justice Initiative goals. She aims to facilitate land ownership for BIPOC individuals in Seattle and support sustainable community development. Tiffany plans to leverage her expertise in program development, impact measurement, and community advocacy to make a meaningful difference through her service on the EDI Advisory Board.

**Authorizing Signature (original signature):**

*DR. Mark R. Jones, Ph.D.*

DR. Mark R. Jones, Ph.D. (Jun 6, 2024 13:47 PDT)

**Date Signed (appointed):**

06/06/2024

**Appointing Signatory:**

*Dr. Mark R. Jones*

*Board Vice Chair*

*\*Term begin and end date is fixed and tied to the position and not the appointment date.*

# Tiffany Kelly-Gray



Visionary and dedicated professional leveraging extensive leadership experience spanning diverse industries. Effectively defines long-term strategy, assessing priorities through conducting research into stakeholder needs and evaluating data, establishing objectives, and both proposing and championing a range of compelling initiatives to achieve those targets.

Builds and maintains long-standing relationships with internal and external stakeholders, community partners, and various other parties to initiate and seamlessly execute events, programs, workshops, and other initiatives to progress strategic interests. Transformational change agent, influencing stakeholders to promote positive change across the organization through enhanced structure, workflows, and processes.

## CORE SKILLS & COMPETENCIES

- ◆ Cross-Functional Leadership
- ◆ Project Management
- ◆ Continuous Process Improvement
- ◆ User Experience Design
  
- ◆ Long-Term Strategic Planning
- ◆ Verbal & Written Communication
- ◆ Vendor Sourcing & Management
- ◆ Consensus Building
  
- ◆ Stakeholder Engagement
- ◆ Requirements Gathering
- ◆ Budgeting & Financial Acumen
- ◆ Partnerships & Relationship Management

Technical Acumen: Microsoft Office Suite Python HTML Java

Authorized to work in the US for any employer

## Work Experience

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### **Impact Director**

Byrd Barr Place - Seattle, WA

May 2023 to Present

As Byrd Barr Place's impact director, Tiffany works closely with the CEO and management team to develop and implement the organization's fund development strategy, cultivating trusting relationships among existing and new investors.

## **Community Navigator- Director of Economic Development**

Central Area Collaborative - Seattle, WA

September 2021 to Present

As the Community Navigator and The Economic Development Director, I'm responsible for directing all operations of Economic Empowerment. Develop, operationalize, and administer economic empowerment programs in the Central Area which will expand and strengthen customers' economic opportunities and involvement within their community.

Core responsibilities include:

Program management and development to include budget, contractual, and outcome metrics.

Supervision, training, and development of staff to provide respectful, responsive, and effective services to our customers and communities.

Outreach to the public using effective communication to maintain trust, confidence, and respect of customers, partners, funders, community, management, and co-workers.

To support, bolster and Fulfill new initiatives and Grants.

## **Board Trustee**

The Berschi School

2019 to Present

Board member and Chair of the Diversity, Equity, and Inclusion committee focused on fulfilling an executive mandate to promote diversity within the staff of this private school. Acts as the lead of the hiring task force, working in partnership with the interim Head of School to oversee all hiring for staff. Liaises with the Director of Diversity to align parent initiatives with staff initiatives, facilitating a range of workshops and events to promote diversity, and engage the parents and community.

## **Airbnb Property Owner**

Airbnb

2012 to Present

One of the first Airbnb hosts within the Seattle area. Purchased a duplex and spearheaded all renovations to enhance the property value and ready it for guests, hiring contractors and overseeing the overall design. Currently oversees this duplex and all bookings while ensuring complete client satisfaction.

## **Wealth Manager**

Merrill Lynch

2006 to 2008

## **Fifth Third Bank**

Community Lender

2004 to 2006

### **AREAS OF PROVEN PERFORMANCE**

Demonstrated the following transferrable skills over a diverse career spanning multiple industries:

- **Strategic Leadership:** Equipped with extensive experience developing and executing short and long-term strategies, primarily as a Board Trustee, substantiating strategies through focus groups and workshops to identify primary needs. Collaborates with various department heads to ensure cohesiveness of strategy and drive a seamless execution to fulfil executive mandate.
- **Consensus Building:** Leverages extensive influence, proposing new initiatives and operational improvements through formal business cases and securing stakeholder buy-in. Key transformational

change agent within the organization promoting consistent progress forward to fulfil long-term objectives.

- **Financial Acumen:** Develops and manages budgets for specific initiatives, and showcases a strong financial acumen due to previous experience within the banking sector. Demonstrates a strong understanding of investment strategies and other critical concepts to optimize spend and maximize returns.
- **Project Management:** Establishes project schedules, budgets, and manages both throughout the life cycle, leading cross-functional technical and non-technical teams to drive timely completion and full alignment with requirements. Directs the overall vision for these initiatives while promoting achievement through combining creativity with
- **Vendor Sourcing & Management:** Sources and negotiates with vendors and suppliers to secure resources and services for specific initiatives. Manages these vendors to ensure fulfilment of contractual obligations and timely completion of work.
- **Data Extraction & Analysis:** Effectively collects, organizes and analyzes both qualitative and quantitative data, utilizing this information to inform strategy through securing valuable insights on priorities.
- **Continuous Process Improvement:** Applies a genuine dedication toward improving organizational processes and structure through developing new positions, streamlining workflows, and implementing various protocols to maximize success of fulfilling strategic objectives.
- **Partnerships & Relationship Management:** Builds and maintains long-standing, integrity-rooted relationships with key community partners and various other internal and external stakeholders, representing the organization. Leverages these partnerships to initiate and execute collaborative initiatives, mutually beneficial to fulfilling strategic objectives.

## Education

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### **Bachelor of Arts in Digital Cultures & Technology**

Seattle University

## Skills

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- Cross functional leadership
- Project management
- User research
- Strategic planning
- Budgeting and Finance
- User Experience (UX)
- Requirements Gathering
- Senior Leadership
- JavaScript
- Business Analysis
- Financial Acumen
- User Interface (UI)
- Usability

- Java
- Program development
- Management
- Relationship management
- Supervising experience

## Links

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<http://TIFFANYKELLYGRAY.COM>

## Certifications and Licenses

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### **FINRA License**

# Equitable Development Initiative Advisory Board

**13 Members:** Pursuant to *Ordinance 119887*, all members subject to City Council confirmation.

- a) Initial members in positions 3, 6, 9, 12, and 13 shall be members of the Equitable Development Initiative’s Interim Advisory Board as of the effective date of this ordinance
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  - c) The initial terms for positions 2, 5, 7, 9, 11, and 12 shall be two years
  - d) All subsequent terms shall be for three years. With the exception of initial positions 3, 6, 9, 12, and 13 no member shall serve more than two consecutive three-year terms
- 3 City Council-appointed
  - 3 Mayor-appointed
  - 7 Other Appointing Authority-appointed (specify): Initial appointments by Interim Advisory Board, subsequent appointments by Advisory Board

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
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			5.	Member	Fynnieceo Glover Jr.	3/1/2023	2/28/2026		City Council
			6.	Member	Kaleb Germinaro	3/1/2024	2/28/2027	2	City Council
			7.	Member	Mark R. Jones	3/1/2022	2/28/2025	2	Board
			8.	Member	Jamie Madden	3/1/2024	2/28/2027	2	Board
			9.	Member	Tiffany Kelly-Gray	3/1/2023	2/28/2026	1	Board
			10.	Member	Diana Paredes	3/1/2022	2/28/2025	1	Board
			11.	Member	Eliana Horn	3/1/2023	2/28/2026	1	Board
			12.	Member	Jennell Hicks	3/1/2023	2/28/2026	2	Board
			13.	Member	Sophia Benalfew	3/1/2022	2/28/2025	1	Board

## SELF-IDENTIFIED DIVERSITY CHART

	Male		Female		LGBTQ/ Transgender	NB/ O/ U	(1) Asian	(2) Black/ African American	(3) Hispanic/ Latino	(4) American Indian/ Alaska Native	(5) Other	(6) Caucasian/ Non- Hispanic	(7) Pacific Islander	(8) Middle Eastern	(9) Multiracial
<b>Mayor</b>	1	2	1					1	1						1
<b>Council</b>	2	1						2		1					
<b>Other</b>	4	3			1	1	4	1			1				
<b>Total</b>	6	7													

### Key:

\*D List the corresponding *Diversity Chart* number (1 through 9)

\*\*G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary. 3*



Legislation Text

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**File #:** CB 120761, **Version:** 1

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**CITY OF SEATTLE**

**ORDINANCE \_\_\_\_\_**

**COUNCIL BILL \_\_\_\_\_**

AN ORDINANCE relating to conversions of existing nonresidential structures to residential use; adding a new Section 23.40.080 to the Seattle Municipal Code.

WHEREAS, greater downtown Seattle has experienced significantly increased vacancy rates for commercial offices since the COVID 19 pandemic; and

WHEREAS, The City of Seattle holds it as a high priority to support economic recovery for downtown neighborhoods; and

WHEREAS, on June 29, 2023, Mayor Bruce Harrell released a Downtown Activation Plan that identified numerous strategies and actions to support downtown recovery, including actions that increase residential uses in downtown; and

WHEREAS, City departments are engaging in planning processes for long-term solutions to increase downtown activity that may include programmatic actions, such as establishing a crisis care center, and capital investments; and

WHEREAS, in addition to long-term strategies a variety of immediate actions are sought to increase downtown activation and vitality in the short term; and

WHEREAS, during 2023 the State Legislature passed, and Governor Inslee signed, Engrossed Substitute House Bill 1042 amending the state law to create more housing units by removing some of the state's restrictions on adding dwelling units within existing structures; and

WHEREAS, in May and June 2023, the Office of Planning and Community Development (OPCD) sponsored a

competitive call for ideas to convert Seattle downtown commercial spaces to residential use, and OPCD received 13 proposals that provided suggestions for policy and code changes; and

WHEREAS, the proposed actions of this ordinance would increase housing supply; and

WHEREAS, the City through its Seattle Department of Construction and Inspections (SDCI) may provide additional flexibilities outside of this legislation with respect to application of the construction codes to proposals for conversion of existing structures to residential uses on a case-by-case basis using existing authority, and Mayor Harrell has directed SDCI to explore such flexibilities with owners of candidate structures; and

WHEREAS, nothing in this proposed legislation authorizes the City to approve permit applications in cases in which the building cannot satisfy life safety standards; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. A new Section 23.40.080 is added to the Seattle Municipal Code as follows:

**23.40.080 Conversion to residential use in an existing structure**

A. For the purposes of this Section 23.40.080, “conversion to residential use in an existing structure” means a development that meets all the following criteria:

1. It does not expand a structure horizontally beyond the boundaries of the existing or approved exterior walls except for addition of incidental features that are necessary to accommodate residential use such as: ramps for ADA access, replacement windows or sheathing, addition of material enabling increased insulation, structural features to increase safety, additions for the purpose of complying with construction and energy codes and building performance standards for the conversion to residential use, circulation features for fire and life safety, mechanical equipment, plumbing and duct work, or awnings and bays. The horizontal expansion for incidental features shall not increase the floor area of the structure by more than 5 percent.

2. It does not expand the structure vertically beyond the existing or approved roof elevation, except by up to 15 feet to accommodate configuration or expansion of top floor residential use or rooftop

features in residential use. Stair and elevator penthouses, mechanical equipment, and rooftop features allowances otherwise provided by the underlying zone may be placed on top of the 15-foot accommodation for configuration of top floor residential use without disqualifying the development from meeting this criterion.

3. The building in which the conversion would occur received either a temporary or permanent certificate of occupancy prior to March 1, 2024, or if no temporary or permanent certificate of occupancy is available is determined by the Director to have been legally occupied or is in a building approved for future development for which an unexpired Master Use Permit was issued, prior to March 1, 2024.

4. It is a conversion of floor area from nonresidential uses to residential uses that increases the number of dwelling units or congregate residence sleeping rooms in the structure.

5. It does not increase the square footage of nonresidential uses in the structure.

6. It is located in a commercial zone, a Downtown zone, a Seattle Mixed (SM) zone, the Highrise (HR) zone, or the Midrise (MR) zone.

B. The determination of whether a proposed development qualifies as a conversion to residential use in an existing structure pursuant to subsection 23.40.080.A, and any related land use approvals concerning how the standards of this Section 23.40.080 apply shall be Type I decisions.

C. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be exempt from all development standards and land use regulations of Chapter 23.45 (Multifamily), Chapter 23.47A (Commercial), Chapter 23.48 (Seattle Mixed), Chapter 23.49 (Downtown Zoning), Chapter 23.52 (Transportation Concurrency, and Transportation Impact Mitigation), Chapter 23.53 (Requirements for Streets, Alleys, and Easements), Chapter 23.54 (Quantity and Design Standards for Access, Off-Street Parking, and Solid Waste Storage), Chapter 23.58A (Incentive Provisions), and Subtitle III, Division 3, Overlay Districts, of this Title 23, except that the following categories of development standards and regulations within any of those chapters shall continue to apply:

1. Permitted and prohibited use regulations pertaining to nonresidential uses;

2. Administrative conditional use regulations;
3. Light and glare standards;
4. Noise standards;
5. Institutions;
6. Home occupations;
7. Transitional encampment accessory uses;
8. Landmark Districts and designated landmark structures; and
9. Subsections 23.54.040.F, 23.54.040.G, 23.54.040.H, 23.54.040.I, and 23.54.040.J, solid waste

and recyclable material storage and access.

D. A development proposal for conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A in a building with features that are legally nonconforming to applicable development regulations for nonresidential use shall retain a comparable legal nonconforming status upon conversion to residential use. The Director may approve as a Type I decision any additional features of an existing building nonconforming to applicable development regulations which in the judgment of the Director cannot reasonably be rendered conforming in connection with conversion to residential use.

E. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be subject to the following exemptions if the structure is already constructed or construction has commenced on the structural frame for the structure:

1. Exempt from design review; and
2. Exempt from requirements under Chapter 23.58C (Mandatory Housing Affordability for

Residential Development) for any portion of the development proposal that converts floor area from a nonresidential use to a residential use.

F. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be subject to the following if the conversion is in a building approved for future development for which an

unexpired Master Use Permit was issued prior to March 1, 2024, and construction on the structural frame for the structure has not yet commenced:

1. Any design review modification to the issued and unexpired Master Use Permit necessary to add residential use shall be reviewed, and may be approved by the Director as a Type I decision; and

2. Notwithstanding the provisions of subsection 23.58C.025.B, any portion of the development proposal that converts floor area from a nonresidential use to a residential use shall be subject to the requirements of Chapter 23.58C that were in effect on the vested date of the unexpired Master Use Permit.

Section 2. This ordinance shall take effect as provided by Seattle Municipal Code Sections 1.04.020 and 1.04.070.

Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and signed by me in open session in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

President \_\_\_\_\_ of the City Council

Approved / returned unsigned / vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

Bruce A. Harrell, Mayor

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Scheereen Dedman, City Clerk

(Seal)

## SUMMARY and FISCAL NOTE

<b>Department:</b>	<b>Dept. Contact:</b>	<b>CBO Contact:</b>
OPCD	Geoff Wentlandt	Christie Parker

### 1. BILL SUMMARY

**Legislation Title:** AN ORDINANCE relating to conversions of existing nonresidential structures to residential use; adding a new Section 23.40.080 to the Seattle Municipal Code.

#### **Summary and Background of the Legislation:**

This legislation aims to remove regulatory barriers by providing broad exemptions from dimensional and design development standards when an existing structure, or structure that is permitted, is converted to housing from another use. The exemptions are from development standards and requirements of any commercial and downtown zone, Seattle Mixed zone, Midrise zone, and Highrise zone except for a limited subset of requirements such as noise and odor regulations, provisions that address commercial uses that may continue in the structure, and historic preservation. Building projects that have not been constructed and have an existing unexpired Master Use Permit as of March 1, 2024, are eligible for conversions; this allows permitted but not constructed projects to convert space to residential use without needing to completely restart the permitting process.

The proposed legislation also exempts conversions to housing from the City’s Mandatory Housing Affordability (MHA) and Design Review requirements, although these requirements remain in effect for buildings that have been permitted but have not yet been constructed.

### 2. CAPITAL IMPROVEMENT PROGRAM

**Does this legislation create, fund, or amend a CIP Project?**  Yes  No

### 3. SUMMARY OF FINANCIAL IMPLICATIONS

**Does this legislation have financial impacts to the City?**  Yes  No

#### 3.d. Other Impacts

**Does the legislation have other financial impacts to The City of Seattle, including direct or indirect, one-time or ongoing costs, that are not included in Sections 3.a through 3.c? If so, please describe these financial impacts.**

No meaningful financial impacts.

**If the legislation has costs, but they can be absorbed within existing operations, please describe how those costs can be absorbed. The description should clearly describe if the absorbed costs are achievable because the department had excess resources within their existing budget or if by absorbing these costs the department is deprioritizing other work that would have used these resources.**

This legislation affects SDCI as the staff will need to be made aware of the code amendment for the purposes of permit review. However, this will not create a meaningful fiscal impact on SDCI. This legislation will not increase the amount of permit review by SDCI staff. It may in fact decrease the amount of permit review time required compared to the absence of the legislation because it exempts conversion projects from all complex land use reviews. No changes to zoning maps or changes to the permit tracking software are required. Although the proposed legislation exempts conversions from MHA this is not expected to create an adverse effect because in the absence of the legislation the conversions would not likely take place and therefore would not generate MHA proceeds.

**Please describe any financial costs or other impacts of *not* implementing the legislation.**  
None.

#### **4. OTHER IMPLICATIONS**

**a. Please describe how this legislation may affect any departments besides the originating department.**

This legislation affects SDCI as the staff will need to be made aware of the code amendment for the purposes of permit review. However, this will not create a meaningful fiscal impact on SDCI. No changes to zoning maps or changes to the permit tracking software are required.

**b. Does this legislation affect a piece of property? If yes, please attach a map and explain any impacts on the property. Please attach any Environmental Impact Statements, Determinations of Non-Significance, or other reports generated for this property.**

No. This legislation applies to any existing structure converting to housing from another use in any commercial and downtown zone, Seattle Mixed zone, Midrise zone, and Highrise zone around the city.

**c. Please describe any perceived implication for the principles of the Race and Social Justice Initiative.**

**i. How does this legislation impact vulnerable or historically disadvantaged communities? How did you arrive at this conclusion? In your response please consider impacts within City government (employees, internal programs) as well as in the broader community.**

This legislation does not impact vulnerable or historically disadvantaged communities.

**ii. Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation.**

None.

- iii. **What is the Language Access Plan for any communications to the public?**  
None.

**d. Climate Change Implications**

- i. **Emissions: How is this legislation likely to increase or decrease carbon emissions in a material way? Please attach any studies or other materials that were used to inform this response.**

No. This proposal does not alter the City’s energy code for buildings. Emissions and energy performance of the building being converted would be considered as part of a building permit review in individual conversions. When older structures are converted, it is likely that the project would improve energy and GHG emissions performance of the building to a level that is closer to meeting current standards. Since the legislation concerns conversions of structures from an existing use to another use, the proposed action is not expected to substantially increase or decrease the total amount of vehicle trips in the area.

- ii. **Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle’s resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.**

This legislation could increase Seattle’s resiliency by improving the energy performance of older structures. The legislation intends to improve the balance of residential and commercial uses in downtown, which has been dominated by office uses. This provides the potential for a better balance of jobs and housing in the center of the city, which can reduce vehicle trips.

- e. **If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program’s desired goal(s)? What mechanisms will be used to measure progress towards meeting those goals?**

No.

**5. CHECKLIST**

Please click the appropriate box if any of these questions apply to this legislation.

- Is a public hearing required?**  
Yes. A City Council public hearing must be conducted before legislation can be adopted.
- Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?**  
Yes. OPCD published a SEPA determination of non-significance (DNS) on January 11, 2024, in the DJC and the City’s Land Use Information Bulletin.
- If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?**

- Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?**  
No.

## **6. ATTACHMENTS**

### **Summary Attachments:**

Summary Att 1 - SEPA Threshold Determination: Conversion to Housing Legislation



# City of Seattle

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**Office of Planning & Community Development**  
Rico Quirindongo, Acting Director

## **CITY OF SEATTLE ANALYSIS AND DECISION OF THE DIRECTOR OF THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT**

### **SEPA Threshold Determination Conversion to Housing Legislation**

- Project Sponsor:** City of Seattle Office of Planning and Community Development
- Location of Proposal:** Land located in any downtown or commercial or zone, and in the Seattle Mixed (SM), Highrise (HR), or Midrise (MR) zones in the City of Seattle
- Scope of Proposal:** The proposal is a legislative action that exempts development that is the conversion from nonresidential use to residential use in an existing structure from certain development standards and Mandatory Housing Affordability (MHA) requirements.

## **BACKGROUND**

### **Proposal Description and Background**

The Office of Planning and Community Development is proposing to make changes to regulations to facilitate the conversion of nonresidential uses to residential uses in existing buildings. The proposal would apply in any downtown or commercial zone, and in the Seattle (SM), Highrise (HR), and Midrise (MR) zones – which are the zones that most commonly include existing nonresidential structures and permit residential uses. The proposal legislation is intended to meet and exceed the requirements on cities to permit the conversion from nonresidential uses to residential uses in existing structures pursuant to the State Bill 1042 that was passed by the Washington State legislature during the 2023 legislative session. The proposed legislation includes the following components:

1. Adds a new Section 23.40.080 “Conversion to residential use in an existing structure” to Chapter 23.40 – the exceptions chapter of the code. The new section provides an exception for eligible conversion projects from most development standards in the land use code.

2. Provides an exemption from the Mandatory Housing Affordability (MHA) residential requirements for eligible conversions from nonresidential to residential use.
3. Clarifies that design review is not required for eligible conversions.

## **Public Comment**

Proposed changes to the Land Use Code require City Council approval. Opportunity for public comment will occur during future Council hearings in the first quarter of 2024. During the first half of 2023 Mayor Harrell convened downtown area stakeholders in a series of meetings and consultations related to formulation of a Downtown Activation Plan.

## **ANALYSIS - OVERVIEW**

The following describes the analysis conducted to determine if the proposal is likely to result in *probable significant adverse environmental impacts*. This threshold determination is based on:

- \* the copy of the proposed Ordinance;
- \* the information contained in the *SEPA checklist* (dated January, 2024);
- \* information in relevant policy and regulatory documents including the Comprehensive Plan, the City's SMC Title 25 and Title 23, and
- \* Washington State House Bill 1042 and associated documents.
- \* the information contained in the Director's Report; and
- \* the experience of OPCD analysts in reviewing similar documents and actions.

## **ELEMENTS OF THE ENVIRONMENT**

### **Short -Term Impacts**

As a non-project action, the proposal will not have any short-term adverse impact on the environment. No project specific action is proposed.

### **Long-Term Impacts**

As a non-project action, the proposal is anticipated to have minor long-term impacts on the environment. Future development affected by this legislation will be reviewed under existing laws. Although the legislation provides exceptions from certain development standards and other requirements, development would continue to be subject to a subset of the regulations and procedures of the current code, as discussed in the Land

Use, Historic Resources, and Public Utilities and Services passages of this determination below.

An important factor in the determination of environmental impact is the fact that the proposed legislation only concerns the conversion of existing structures from nonresidential to residential use. Other types of new development in Seattle are not affected by the proposed legislation. The types of developments that would be affected by this legislation are not major alterations of the built environment because they are limited to changes within existing built structures. The legislation also allows for development proposals with an existing unexpired Master Use Permit to access exemptions if they convert space from nonresidential to residential use, and in these cases the permitted development is considered the baseline condition.

The proposed legislation could incrementally increase the likelihood of existing buildings being converted from nonresidential uses such as offices or retail to housing, compared to under the existing regulations. In some instances a conversion could lead to a different pattern or intensity of activity within the existing structure under residential use compared to the prior nonresidential use, which could theoretically cause a minor impact. The potential for such minor impacts are discussed below in relevant topic areas.

The proposed legislation exempts conversions from nonresidential uses to residential uses from Mandatory Housing Affordability (MHA) requirements. The impacts of this component of the proposal are discussed in the housing section below.

The expected number of conversions is another factor in this determination. The City expects the number of conversions from nonresidential uses to residential uses to be small, due to the cost and complexity of converting existing structures to housing. This assessment is informed by the Call for Ideas process conducted during 2023, which invited building owners to submit their proposals for converting specific buildings. Thirteen submittals were received. Only a handful of those submittals and other proposals outside of the process are known by the City to be interested in converting to housing despite efforts by the City to encourage and solicit conversion proposals. This contextual information informs the City's understanding of the total pace and quantity of conversions that can reasonably be expected.

## **Natural Environment**

The natural environment includes potential impacts to earth, air, water, plants/animals/fisheries, energy, natural resources, environmentally sensitive areas, noise, releases of toxic or hazardous materials. Adoption of the proposed legislation is not anticipated to result in adverse impacts on any of these elements of the natural environment, compared to development that might occur under existing regulations. The proposal could incrementally

increase the likelihood of existing buildings being converted from nonresidential uses such as offices or retail to housing, compared to under the existing regulations. However, it is not expected that such conversions would increase the profile of impacts to earth, air, water, plants/animals/fisheries, energy, natural resources, environmentally sensitive areas, noise, or releases of toxic or hazardous materials. It is more likely that the this proposal would improve the natural environment because typically rehabilitation projects that convert existing structures include improvements to the energy performance and stormwater runoff aspects of buildings, or other upgrades that could reduce impacts on the natural environment. Conversions are most likely to occur in older structures that commonly predate current energy codes.

## **Built Environment**

The proposed legislation will have minimal effects on the built environment because the scope of the legislation is limited to eligible conversions within existing structures. The impacts to the built environment include any impacts related to land and shoreline use, height/bulk/scale, housing, and historic preservation. The proposed legislation allows eligible conversions to include the addition of up to 15 feet of building height above the existing roof, and incidental modifications beyond the exterior walls only to the extent they are necessary to accommodate features necessary for residential use. Below is a discussion of the relationship between the proposal and built environment:

### *Land Use*

The proposal would not encourage uses incompatible with the City's Comprehensive Plan or Shoreline Master Program or other adopted plans. The zones affected are the downtown and commercial zones, the Seattle Mixed (SM) zone, the Highrise (HR) zone and the Midrise (MR) zone. All of these zones are located in parts of the city that are planned for dense development with a mix of uses including residential uses. No uses that are not already allowed by zoning would be permitted by the proposed changes, because the legislation maintains the allowable uses provisions for nonresidential uses, and it maintains administrative conditional use provisions concerning nonresidential uses.

### *Housing*

The proposed legislation could have an incremental and minor impact on housing if the legislation encourages the conversion of nonresidential uses to residential uses. This is considered by the City to be a positive impact on housing because increasing housing supply is a policy goal for the city. Additionally, the City understands that because of the nature of potentially affected projects as conversions, there would be a substitution effect of an existing nonresidential use with an associated impact on housing to a new

residential use. Since one use is being converted to another it is plausible that there would be little or no net increase in the degree of impact from development on housing.

The proposed legislation exempts conversions from nonresidential uses to residential uses from Mandatory Housing Affordability (MHA) requirements. Under existing regulations, any time new dwelling units or sleeping rooms are created, MHA requirements apply. The proposed change could theoretically have a minor negative impact on housing by reducing the amount of rent- and income-restricted housing or in-lieu payments towards affordable housing that would be included in conversions. Due to the small number of total conversions that are expected, the City does not consider this potential impact on housing to be more than minor. The potential for minor impact from forgone MHA housing or payments would be offset by the positive supply impacts discussed above, further contributing to an assessment of the impact as minor or less.

#### *Height/Bulk/Scale, Shadows, and Views*

Potential impacts on Height/Bulk/Scale, Shadows and Views would not be more than minor primarily because the proposed legislation only pertains to conversions of existing structures. There would be no substantial change to the built environment compared to the existing condition.

The proposed legislation allows eligible conversions to include the addition of up to 15 feet of building height above the existing roof, and incidental modifications beyond the exterior walls only to the extent they are necessary to accommodate features necessary for residential use. These small changes to existing structures would be permitted without design review (although it is most likely that design review also would not be required even in the absence of the proposed legislation). If the legislation incrementally encourages conversions to residential uses there could be an increase in the instances of minor exterior alterations of existing structures or addition of penthouses on top of existing structures. There theoretically could be minor impact if such incidental alterations increase the perception of bulk at the top of buildings, or incrementally increase shadows and views, or make minor aesthetic alteration to the exterior of the structure. Such impacts would not be more than minor however, because in the context of a changing and growing city such minor physical changes to an existing structure are commonplace and would in most cases hardly be perceptible to the average observer in nearby rights of way or on neighboring properties.

#### *Historic Preservation*

The proposed legislation does not alter historic review processes for structures in a Seattle historic district, or for any designated historic Landmark. The legislation clarifies that the relevant historic review processes would continue to apply. If the legislation incrementally encourages the conversion of existing structures to residential it is likely that some historic-aged structures and properties in a landmark district or historic landmark structures could be affected. However, since the existing procedures

concerning historic preservation are maintained any potential for impact would not be more than minor.

#### *Noise, Light & Glare, Environmental Health*

The proposed legislation does not alter the applicability of several standards concerning noise, light and glare and environmental health. In the proposed legislation conversions are not exempt from categories of development standards including noise standards, light and glare standards and the solid waste and recyclable material storage and access provisions of Section 23.54.040. The application of these standards combined with the fact that the legislation only concerns conversions of existing structures, and that the total number of conversions is expected to be small, allows for a determination that there would be no meaningful impact to noise, light and glare and environmental health due to the proposed legislation.

#### *Transportation and Parking*

The proposal is not anticipated to result in any direct adverse impacts on transportation or parking. The proposal exempts conversions of nonresidential uses to residential uses from parking regulations and potentially other standards concerning transportation improvements required of new development. In most instances residential uses in the affected areas have little or no parking required under existing regulations. The proposal could theoretically have a minor adverse impact on transportation or parking if the proposal incrementally increases the likelihood of conversions to residential, and if such conversions exert a different or higher pattern of transportation usage than the nonresidential uses that would be replaced. However, it is equally likely that conversions to residential uses in an existing building could reduce impacts on parking or the transportation system. For instance, a conversion from an office use to a residential use in a center city location would be more likely to have positive impacts on transportation because it would replace a trip demand pattern of employment uses during commute times with a more dispersed trip demand pattern of residents in a center city location. As a result of the factors described above and in other parts of this determination no adverse impact that is more than minor is anticipated from the proposed action on transportation and parking.

#### *Public Services and Utilities*

Adoption of the proposal will not directly result in an increased need for public services. The proposal could incrementally increase the intensity or density of residential uses in an area if the proposed legislation incrementally increases

the likelihood of conversions of existing buildings to housing. This could theoretically indirectly lead to an increased need for public services associated with residential use, such as an increased number of residents needing emergency services, or visiting nearby public facilities such as libraries and parks. However, a conversion is characterized by one use replacing another and therefore no substantial net increase in demand for services could be assumed or expected.

The affected area of the proposal in downtown, commercial, Seattle Mixed, Highrise and Midrise zones is well served by the full suite of utility services, including natural gas, electricity, broadband, stormwater and sewer. The degree of change compared to what might occur under existing regulations would not adversely impact the ability of existing utilities to serve anticipated development. Due to the factors discussed in this section and other information above, we determine that there would be no adverse impact that is more than minor as a result of the proposed legislation.

## DECISION – SEPA

Adoption of the proposed ordinance would have no short-term impacts on the environment and would not have more than minor adverse long-term impacts on elements of the natural or built environment.

This decision was made after review by the responsible official on behalf of the lead agency of a completed environmental checklist and other information on file with the responsible department. This constitutes the Threshold Determination and form. The intent of this declaration is to satisfy the requirements of the State Environmental Policy Act (RCW 43.21C), including the requirement to inform the public agency decisions pursuant to SEPA.

- [X] Determination of Non-Significance. This proposal has been determined to not have a significant adverse impact upon the environment. An EIS is not required under RCW 43.21C.030(2)(c).
- [ ] Determination of Significance. This proposal has or may have a significant adverse impact upon the environment. An EIS is required under RCW 43.21C.030(2)(c).

## RECOMMENDED CONDITONS--SEPA

None

Signature: \_\_[On File]\_\_\_\_\_

Geoffrey Wentlandt, Land Use Policy Manager  
Office of Planning and Community Development

Date: January 08, 2024



# Conversion To Housing

Seattle Office of Planning and Community Development (OPCD)  
Director's Report and Recommendation  
February, 2024

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## Introduction and Background

The Office of Planning and Community Development (OPCD) proposes to add and edit text provisions in the Land Use Code (Seattle Municipal Code Title 23) to remove barriers to conversion of existing structures from nonresidential to residential uses. The proposed changes aim to remove regulatory barriers by providing broad exemptions from dimensional and design development standards anytime an existing structure is converted to housing from another use. This could potentially make it easier and more straightforward for property owners to convert existing structures into residential use, fostering housing development in the city – especially in and near downtown. The proposed legislation also exempts conversions to housing from the City's Mandatory Housing Affordability (MHA) requirements.

OPCD published a draft Ordinance on January 11, 2024 and issued a SEPA determination of non-significance. OPCD received several comments on the proposal and conducted further reviews by City staff and interested parties. The current proposed legislation incorporates several changes and revisions in response to comments.

Several drivers led to this proposal:

**Bill 1042.** During 2023 the State legislature passed, and Governor Inslee signed Engrossed Substitute House Bill number 1042 that amends the state's laws to create more housing units by removing some of the restrictions that are currently in place for adding dwelling units within existing structures.

**Downtown Activation Plan.** In June 2023 Mayor Bruce Harrell released a Downtown Activation Plan that identified numerous strategies and actions to support downtown recovery including actions that increase residential uses in downtown.

**OPCD Call for ideas.** In May and June 2023, the Office of Planning and Community Development (OPCD) sponsored a competitive call for ideas to convert Seattle downtown commercial office spaces to residential use. OPCD received 13 proposals that provided suggestions for policy and code changes.

**Trends in work models.** The pandemic has accelerated the adoption of remote work and hybrid work models. This has led to changes in work culture and preferences, which have softened the demand for

commercial office space compared to prior to the pandemic. As a result, the Seattle office vacancy rate climbed to over 20% by some measures during 2023.<sup>1</sup>

**Need for more housing.** Although the rate of new housing production in Seattle has been at near historic levels in the recent past, Seattle has been gaining jobs at an even faster pace. Between 2005 and 2019, Seattle would have needed to produce an additional 9,000 housing units to maintain its baseline ratio of jobs to housing units. This shortage of housing supply increases competition for each available unit, driving up rents and housing prices across the market<sup>2</sup>. One of the City's primary strategies to address high housing costs is to support increased housing production of all kinds.

## Proposal

The proposed legislation is designed to broadly exempt conversions to housing from dimensional and design development standards when residential uses are added within an existing building envelope. Although many development proposals for conversion would not be required to comply with such standards under existing regulations, the proposal clarifies the issue and removes the potential for interpretations that a conversion could be required to meet a development standard – such as a floor plate size limit, amenity area requirement, landscaping requirement, or a façade design standard, as examples. The proposal would also reduce the cost of conversion to residential use by removing the requirement that conversions include or make in-lieu payment towards affordable housing through the City's Mandatory Housing Affordability requirements.

Information about the key elements of the proposed legislation is summarized below.

**Applicable geographic area.** The proposal is intended to apply in all areas of the city where non-residential structures (i.e. office or retail spaces) commonly exist and multifamily residential uses are allowed – the places where conversions to housing are plausible and likely. The proposal applies in the following zones.

- All Downtown zones
- All of the City's Commercial (C) and Neighborhood Commercial (NC) zones
- All Seattle Mixed (SM) zones
- Midrise (MR) and Highrise (HR) zones

**Broad exemption from development standards.** The proposal is intended to provide broad and comprehensive exemptions. A new section "Conversion to residential use in an existing structure" is added to the exemptions section (SMC 23.40) of the code. The proposal exempts eligible conversions from all the standards and requirements of the zones listed above except for a limited subset of requirements that provide basic protections, provisions that address commercial uses that may continue in the structure, and historic preservation. The only zoning requirements not exempted are:

- Permitted and Prohibited Use Regulations Pertaining to Nonresidential Uses.

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<sup>1</sup> [Colliers' Q2 report pegs Seattle office vacancy rate at 24% - Puget Sound Business Journal \(bizjournals.com\)](https://bizjournals.com/puget-sound/news/2023/02/colliers-q2-report-pegs-seattle-office-vacancy-rate-at-24/)

<sup>2</sup> City of Seattle Market Rate Housing Needs and Supply Analysis, April 2021  
[SeattleMarketRateHousingNeedsAndSupplyAnalysis2021.pdf](https://www.seattle.gov/development/land-use/MarketRateHousingNeedsAndSupplyAnalysis2021.pdf)

- Administrative Conditional Uses Regulations.
- Light and Glare Standards.
- Noise Standards.
- Institutions.
- Home Occupations.
- Transitional Encampments Accessory Use.
- Landmark Districts and Designated Landmark Structures.
- Most of the provisions of the Solid Waste and Recyclable Material Storage and Access (Section 23.54.040).

**Definition of eligible conversion.** The proposal defines the parameters for what type of renovation qualifies as a conversion to residential. Commercial spaces have very different physical characteristics from residential uses, and therefore to accommodate new residences in a building designed for commercial space some major alteration of the building's structural features and configuration can be necessary. This proposal allows for incidental and minor modifications of a structure's envelope while still qualifying as a conversion.

- The conversion cannot expand a structure horizontally beyond the boundaries of the existing exterior walls with the exception of incidental features necessary for residential use. These features may include ramps for ADA access, replacement windows or sheathing, materials for increased insulation, structural enhancements for safety, and circulation features for fire and life safety. The horizontal expansion for such incidental features may not increase the floor area of the structure by more than 5 percent.
- The conversion cannot expand the structure vertically beyond the existing roof, except for a limited extension of up to 15 feet to accommodate the configuration of top-floor residences. Additional structures such as stair and elevator penthouses, mechanical equipment, and rooftop features allowed by the underlying zone may be placed on top of the 15-foot accommodation without disqualifying the development from meeting this criterion.
- A structure must be existing or have received a permit as of March 1, 2024 (roughly the time of this proposed ordinance) to be eligible as a conversion.
- Buildings with an existing unexpired Master Use Permit as of March 1, 2024 would be eligible as a conversion. This allowance is included because the City is aware that some development proposals were in the permitting process while major changes to the economic climate took place. The proposed legislation would allow permitted but not constructed projects to convert space to residential without restarting the permit process completely.
- The conversion must involve changing floor area from nonresidential uses to residential uses, leading to an increase in the number of dwelling units or congregate residence sleeping rooms in the structure.
- The conversion will not result in an increase in the square footage of nonresidential uses within the structure.

**Mandatory Housing Affordability (MHA).** MHA requires new development in Seattle to either include a small percentage of rent- and income-restricted affordable housing, or to make an in-lieu payment to the City's Office of Housing for affordable housing. Under existing regulations MHA applies whenever a development adds new dwelling units or congregate residence sleeping rooms, even in a conversion of an

existing building. This proposal would exempt eligible conversions within an existing structure from MHA requirements.

There is a sound policy basis for exempting conversions to residential from MHA. First, a basic premise of MHA is that the affordable housing requirements are associated with an increase in development capacity that provides an incentive to developers. In the case of conversions, the development capacity incentive would not be accessible to the developer. Second, one of the bases for MHA is that new development has an impact on the need for affordable housing in the city and the MHA requirements mitigate such impact. In the case of conversion however, the existing structure previously had a use that exerted an impact on housing, and the new residential use would be replacing the old one. For these reasons, an exemption from MHA for conversions to housing is reasonable and does not violate the City's basic principles concerning contribution by new development towards affordable housing.

Under the proposed legislation, development proposals that are permitted but not built and are seeking to take advantage of the exemptions for conversion to residential, would still have to contribute to affordable housing according to the MHA requirements that were in place at the time that the permitted project became vested.

**Design Review.** The proposed legislation exempts eligible conversions from the City's design review process. Although most conversions would already not be subject to design review, the proposal clarifies the issue and removes potential ambiguity, which can contribute to a faster review and permitting process. The legislation clarifies that for development proposals that are permitted but not built and are seeking to take advantage of the exemptions for conversion to residential, any design review modification to the issued and unexpired Master Use Permit necessary to add residential use shall be reviewed, and may be approved by the Director as a Type I decision.

**State Environmental Policy Act (SEPA).** Although Engrossed Substitute House bill 1042 calls for exemption of conversions from the SEPA review process, this legislation does not include language about exemption from SEPA. This is because the City has already passed legislation that exempts new residential development from SEPA review, and therefore an additional SEPA exemption passage in the proposed legislation is unnecessary.

## Conversion to Housing Call for Ideas

To explore and support conversions to housing OPCD initiated a competitive call for ideas in the spring of 2023 focused on converting commercial office spaces in downtown into residential uses. The call for ideas was driven by a vision of downtown with a more harmonious balance between residential, civic, and office uses compared to its current state. OPCD invited teams of downtown building owners and designers to submit their proposals for conversion to housing. Teams were asked to submit designs, financial feasibility information, and commentary on major constraints or barriers to the conversion. An honorarium was provided for participation and there was a larger award for three winning teams to offset the cost and effort of preparing the proposals.

In June 2023, OPCD received a total of 13 official proposals, each presenting conversion ideas and suggesting policy and code changes. For background and context to the proposed legislation a sample of proposals from the Call for Ideas is below.

## THE POLSON & WESTERN BUILDINGS Columbia Street & Western Avenue

The proposal would transform two timber framed historic-aged structures, adding a new shared, central courtyard.

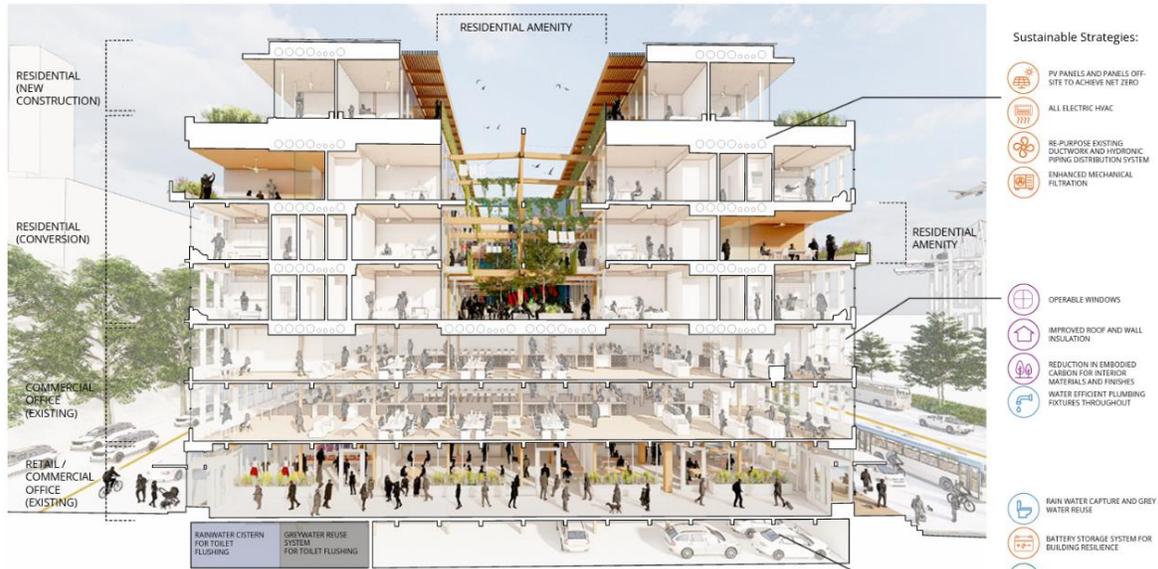


Figure 1 The Polson & Western Building Visualization



Figure 2 Existing and Proposed Plans

## MUTUAL LIFE BUILDING 605 1<sup>st</sup> Ave.

The proposal prioritizes the preservation of existing facades and historic features. Since adding plumbing is a major cost driver, it would create a floor plan where several sleeping rooms share bathrooms. Each level features communal kitchen, living, and laundry facilities. The proposer suggests that rents could be at similar prices to some rent-restricted affordable housing buildings.



ORIGINAL PHOTO (1903)



CURRENT PHOTO

Figure 3 The Historic and Current Building Visualization



Figure 4 Existing and Proposed Plans

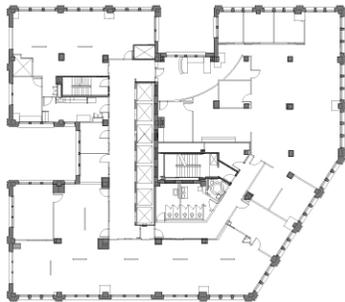
## SMITH TOWER 500 2<sup>nd</sup> Ave.

The proposal aims to transform the floor plans of the iconic Pioneer Square building to accommodate a diverse range of housing types, encompassing studios, one-bedroom, two-bedroom, and three-bedroom apartments.



Figure 5 Smith Tower Conversion Visualization

Typical Existing Floorplate



Lower Tower Typical Proposed Plan



Figure 6 Existing and Proposed Plans

## Themes from the Call for Ideas

Some primary themes and recurring suggestions from the Call for Ideas are summarized below, along with notes on whether the proposed legislation addresses the topic. For a complete review of the Call for Ideas content visit OPCD's website [here](#).

**Older commercial structures are favorable candidates for conversion.** Many of the proposals were for historic structures from the pre-war era. Such structures are strong candidates for conversion because relatively smaller floor plates are more conducive to residential uses and are often out of favor for today's large-scale office tenants. Additionally, the character aspects of historic structures such as masonry and real wood materials can be appealing to residents.

**Conversions are complex and costly.** All proposals emphasized that conversion is costly. It takes substantial investment to modify structures to add plumbing, walls, circulation and life safety elements. Renovation also has a high degree of uncertainty. Proponents unanimously said their conversion proposals would not be financially viable without additional support. The proposed legislation addresses the suggestions for additional support by potentially reducing some of the cost and uncertainty of conversions.

**The City should streamline the permit review process.** Numerous proposals called for a straight-to-building permit path and assembling a team to expedite permit review and approval process for conversions. Proposers identified that skipping the design review and SEPA processes would be an effective support.

**Financial incentives are needed.** Numerous proposals suggested a variety of direct financial supports that could be provided by public sector actors, such as tax credits, affordable housing resources and others. The proposed legislation addresses this suggestion by waiving Mandatory Housing Affordability (MHA) requirements for conversions. MHA in-lieu payments are often in the range of \$10 - \$20 per square foot. The absence of this cost translates to a direct cost reduction for conversions.

**The City should provide construction code flexibilities.** Energy, mechanical and structural requirements are in construction codes separate from the zoning code. This legislation does not directly address the construction codes. However, under existing authority the City's building official has discretion to provide flexibility from relevant construction codes for conversions on a case-by-case basis if warranted based on analysis and information. City staff from OPCD and SDCI are participating in workshops on an ongoing basis with Call for Ideas proposers to explore and identify specific potential building code flexibilities that may be possible.

## Scope and Limitations of Conversions

OPCD emphasizes that the potential scope for the number of conversions is quite limited. Based on data from the Call for Ideas, the basic costs for conversion of existing commercial spaces in Seattle candidate buildings to residential, compared to the cost of "ground up" new construction renders the majority of possible conversions financially unattractive as a real estate investment. Conversions are only likely to happen when a unique set of circumstances and a motivated building owner is present, and/or when outside financial supports are provided.

Based on available information and the status of ongoing workshops with Call for Ideas proposers, OPCD staff believe it is reasonable to estimate that a dozen or less non-residential to residential conversions could be expected in a medium-term time horizon of 7-years. This timeline considers the fact that it takes 1-3 years to conceive of, design, finance and submit permitting documents for conversions. At the time of this writing OPCD is aware of one active proponent for an office to residential conversion that has entered the permitting process. If the average number of units in a residential conversion is approximately 100, a back-of-envelope estimate of the total amount of homes that might result from conversion in a 7-year time horizon would be in the 1,000 – 2,000 unit range.

Nonetheless, conversions can have a substantial positive impact that benefits the public interest even if the overall quantity is modest. Conversions can have a prominent positive presence in a neighborhood if they transform a vacant or partially-vacant structure into a revitalized building with hundreds of new residents. Conversions can have a strong positive effect if they add housing in areas that were previously dominated by commercial or office uses, such as certain portions of Seattle's downtown. It has been a longstanding policy goal of the City to increase the amount of residential development in and around downtown. A conversion to an iconic or strategically located structure in a neighborhood can spur momentum for other residential development in the vicinity.

## Other Considerations

There are some risks associated with the potential loss of amenity spaces that are built in existing structures. Since the conversion of existing buildings would be exempt from various development standards, there exists a possibility of losing features that were included in the original development such as existing overhead weather protection or common building amenity areas, at the time of the conversion. In some cases, these features would be required to remain in place if they were permitted as an incentive feature that required recording of a declaration. In those cases the declaration could still be upheld and enforced. However, if a feature was provided solely as an aspect of a development regulation without a recorded declaration it is possible that a developer could alter the feature during the conversion to residential. OPCD and SDCI will actively monitor the first series of conversions to assess and identify any adverse impacts on amenity features. We propose a periodic review of the legislation governing conversions, with the potential to revisit regulations after approximately 5 conversions to ensure ongoing alignment with public benefit considerations.

## Findings and Recommendation

The OPCD Director makes the following findings related to this proposed legislation.

- The proposed legislation would help implement the Downtown Activation Plan.
- The proposal is in line with the City's priority to increase housing supply.
- OPCD has evaluated the environmental impacts of the proposal and determined them to be non-significant, primarily because the proposal would not substantially alter the built environment of existing structures. A SEPA DNS was issued on January 11, 2024 and no appeals were received.
- The proposal is consistent with the City's Comprehensive Plan as well as goals and policies in sub-area plans and other relevant planning documents.
- The proposed legislation addresses the requirements and direction provided to Washington cities by Engrossed Substitute House Bill 1042.

In consideration of the factors and information contained in this report OPCD recommends that City Council review the proposed legislation and adopt the associated Land Use Code text amendments.

May 28, 2024

## MEMORANDUM

**To:** Land Use Committee  
**From:** Asha Venkataraman, Analyst  
**Subject:** CB 120761: Office to housing conversion

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On June 5, 2024, the Land Use Committee will hold a committee meeting and public hearing to discuss [Council Bill \(CB\) 120761](#), a bill that would amend the Land Use Code to allow the conversion of buildings from any nonresidential to a residential use in a commercial, Downtown, Seattle Mixed, Highrise, or Midrise zone under specific conditions. This memo will provide background, describe the legislation, and outline issues for the Committee's consideration.

### Background

In June 2023, Mayor Harrell released a Downtown Activation Plan (DAP), a strategy that includes increasing residential uses downtown. The decrease in demand and increase in vacancy for commercial office space, the need for more housing Citywide, and the passage of Engrossed Substitute House Bill ([ESHB](#)) 1042,<sup>1</sup> which removed state restrictions on adding residential units in existing buildings, are all factors the Executive considered in proposing this legislation. The Office of Planning and Community Development (OPCD) [solicited](#) ideas for converting office space downtown to residential use and received proposals with [ideas for changes in policy](#) to support such conversion, given the small scale of projects and balance of various factors in which conversion would be financially viable. CB 120761 responds to the findings of the call for ideas.

OPCD conducted a State Environmental Protection Act (SEPA) analysis and found no significant environmental impacts resulting from the proposal. OPCD issued a [determination of non-significance](#) (DNS) on January 8, 2024.

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<sup>1</sup> ESHB 1042 prohibits a city from imposing a range of restrictions on existing buildings zoned for commercial or mixed use. For example, a city may not place restrictions on housing unit density that prevent the addition of housing at a density up to 50 percent more than what is allowed in the underlying zone if constructed entirely within an existing building envelope and generally applicable health and safety standards can be met.

## **CB 120761**

CB 120761 would waive land use code requirements for the conversion of an existing structure with a non-residential use to a residential use that meets the following criteria:

- The development does not expand a structure horizontally by more than five percent;
- The development does not expand the structure vertically except up to 15 feet for specific uses;
- The building has received a temporary or permanent certificate of occupancy before March 1, 2024; has been determined by the Director to have been legally occupied; or is approved for future development with an unexpired Master Use Permit prior to March 1, 2024;
- The conversion of floor area to residential use increases the number of dwelling units or congregate residence sleeping rooms in the structure;
- The conversion does not increase the square footage of nonresidential uses in the structure; and
- The building is located in a commercial zone, a Downtown zone, a Seattle Mixed (SM) zone, the Highrise (HR) zone, or the Midrise (MR) zone, anywhere in the city.

In general, existing structures must conform with the current land use regulations in the applicable zone when there is a change of use and are thus subject to the appropriate permits and approvals needed to achieve conformity, with limited exceptions. Often older buildings do not conform to current land use code provisions and can therefore be difficult to convert.

The legislation would exempt conversion from specific development standards and land use regulations, including:

- Chapter 23.45 (Multifamily);
- Chapter 23.47A (Commercial);
- Chapter 23.48 (Seattle Mixed);
- Chapter 23.49 (Downtown Zoning);
- Chapter 23.52 (Transportation Concurrency, and Transportation Impact Mitigation);
- Chapter 23.53 (Requirements for Streets, Alleys, and Easements);
- Chapter 23.54 (Quantity and Design Standards for Access, Off-Street Parking, and Solid Waste Storage);
- Chapter 23.58A (Incentive Provisions); and
- Title 23, Subtitle III, Division 3, (Overlay Districts).

The following land use code provisions would continue to apply:

- Permitted and prohibited use regulations pertaining to nonresidential uses;
- Administrative conditional use regulations;
- Light and glare standards;
- Noise standards;
- Institutions;
- Home occupations;
- Transitional encampment accessory uses;
- Landmark Districts and designated landmark structures; and
- Subsections 23.54.040.F, 23.54.040.G, 23.54.040.H, 23.54.040.I, and 23.54.040.J, solid waste and recyclable material storage and access.

Already constructed buildings converting to residential use would be exempt from Mandatory Housing Affordability (MHA) and design review. Permitted but not yet constructed buildings would still be subject to the MHA and design review requirements.

### **Issue Identification**

#### **1. MHA exemption for existing structure conversion**

The [MHA](#) program requires that new development or a change of use that adds residential units to a project include a percentage of affordable housing units on-site or provide a payment in-lieu of on-site affordable housing development. Generally, the program requires, for the on-site option, that a percentage of units are income- and rent-restricted to be affordable for households earning less than 40 percent of the average median income (AMI) for small rental units, 60 percent AMI for larger rental units, or less than 80 percent AMI for ownership units. For the payment in-lieu option, the program requires payment of funds comparable to the cost of providing those units on site. MHA does not apply to housing that meets these low-income levels. On the low end, MHA requires that a project include 5 percent of units at these income levels. On the high end, in high-cost areas which were upzoned as part of implementing the MHA program, it requires 11 percent of units to be affordable at these income levels.

CB 120761 would exempt conversion of existing structures from MHA. OPCD's Director's Report provides several reasons for this exemption. First, it explains that MHA is predicated on increasing development capacity in exchange for affordable housing, but in the case of converting existing buildings, the development capacity is not available because the structure is already built, and the provisions of CB 120761 do not allow for the expansion of the structure. Second, the Director's Report explains that new development has an impact on the need for affordable housing in the City and MHA mitigates those impacts. However,

for conversions, the existing structure already had a use that impacted affordable housing, and converting to a new residential use would replace the old use. Lastly, it appears that in many cases, converting from non-residential to residential use of already existing structures can be as expensive as building new construction from the ground up, as many viable buildings need changes to accommodate residential use and other updates, such as seismic retrofitting. Feedback from OPCD's 2023 call for proposals for potential conversion ideas indicated that direct financial support would make it more financially viable for developers to convert existing structures. The Director's Report explains that one form of financial support the City could provide to decrease costs is to waive MHA fees, as in-lieu payments can range from \$10-\$20 per square foot.

As a policy matter, the Committee may want to consider whether the City should be encouraging conversion of smaller buildings or the development of new bigger buildings that would be subject to MHA. The scale of impact on affordable housing from converting buildings to residential uses as compared to the previous use is unclear. Because many of the buildings that are good candidates for conversion are older, and were likely built before MHA applied, any impact on affordable housing would not have been mitigated by virtue of compliance with MHA. Those buildings have a range of uses, with a commensurate range of impacts on affordable housing. Converting those buildings from non-residential to residential use could have a smaller or bigger impact on affordable housing than their existing use, but such an assessment would likely need to occur on a building-by-building basis to determine whether applying MHA makes sense.

In addition, it is not clear whether exemption from the amount of MHA fees that could be collected would be the key financial factor in a developer's decision to convert, given the complexity of financing and other financial factors that impact the viability of conversion.<sup>2</sup> If so, the Committee may want to balance increasing housing overall through conversion without collecting MHA fees with the potential that no conversion from vacant office space and therefore no increase in housing units nor MHA fee collection will occur because MHA fees make conversion too expensive.

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<sup>2</sup> In addition, while outside the scope of this specific bill, the first two items in the Director's Report raise the question of why all conversions are not exempt from MHA, given that this reasoning applies to conversions of any existing structures that could be converted, not just those described in this legislation.

## 2. Street level use exemptions

CB 120761 would broadly exempt conversions from a number of existing land use regulations, including street level use requirements, which are intended to activate an area. Part of the Executive's rationale for this and other bills in the DAP package, particularly [CB 120771](#), which is intended to relax street level use requirements to incentivize more activation, is to support downtown recovery. However, an exemption from street level use regulations for conversion may result in residential uses at the street level, which are unlikely to encourage activity throughout the day compared to street level uses such as cafes or retail.

The Committee may want to consider whether such an exemption should be retained when weighing the appropriate balance between decreasing regulatory barriers to incentivize increased housing conversion and activating and neighborhood-serving street level uses, particularly in areas with an increase in residents. Living on the ground floor can implicate a resident's privacy concerns, and having a unit's window coverings closed at all times to maintain privacy does not provide much activation. It is not clear whether requiring street level uses is a key factor in a developer's decision to convert. One factor is whether converting a vacant building to housing without street level uses would outweigh no development in that vacant building at all. Another is that given the small number of projects in which conversion might be financially viable, it is possible that the benefits of converting units to housing may outweigh the impact of not having street level uses in those projects, particularly if there are areas nearby that already have active street level uses.

## 3. Other exemptions

CB 120761 would broadly exempt conversions from a number of existing land use regulations, including parking and landscaping requirements; review under the Shoreline Master Program; and special review district regulations. The Committee may want to consider whether conversions should be subject to any of these regulations. For example, exemption from off-site parking regulations might mean that when more residents move into the area, and some proportion of them use vehicles, they may use more on-street parking, which could create more parking congestion in the area.

In particular, the legislation exempts conversion from the regulations in Title 23, Subtitle III, Division 3, (Overlay Districts), which regulates overlay districts and [special review districts](#), including the Pioneer Square Preservation District and the International Special Review District. While CB 120761 retains the applicability of landmark district and historic district regulations, special review district regulations are not similarly retained. The exemption of conversion from Title 23, Subtitle III, Division 3, (Overlay Districts) would also include Section 23.60A Seattle Shoreline Master Program Regulations, which apply to the Shoreline District (all shorelines of the City within its jurisdiction) and superimpose shoreline specific regulations to the underlying zone regulations. Upon further analysis and consultation with

OPCD, Central Staff believes that on balance, exempting conversion from Title 23, Subtitle III, Division 3 will not confer many benefits and may cause more issues than such benefits are worth, such as the need for additional processes to amend the Shoreline Master Program.

Options:

- A. Amend CB 120761 to remove exemptions from:
  - 1. MHA;
  - 2. Street-level use regulations;
  - 3. Shoreline Master Program regulations;
  - 4. Special Review District regulations; or
  - 5. Any combination of the above.
- B. No change.

**Next Steps**

CB 120761 may be before the Committee for a potential vote at a special meeting on June 21, 2024. Please submit amendments to the legislation to Central Staff by Wednesday June 12.

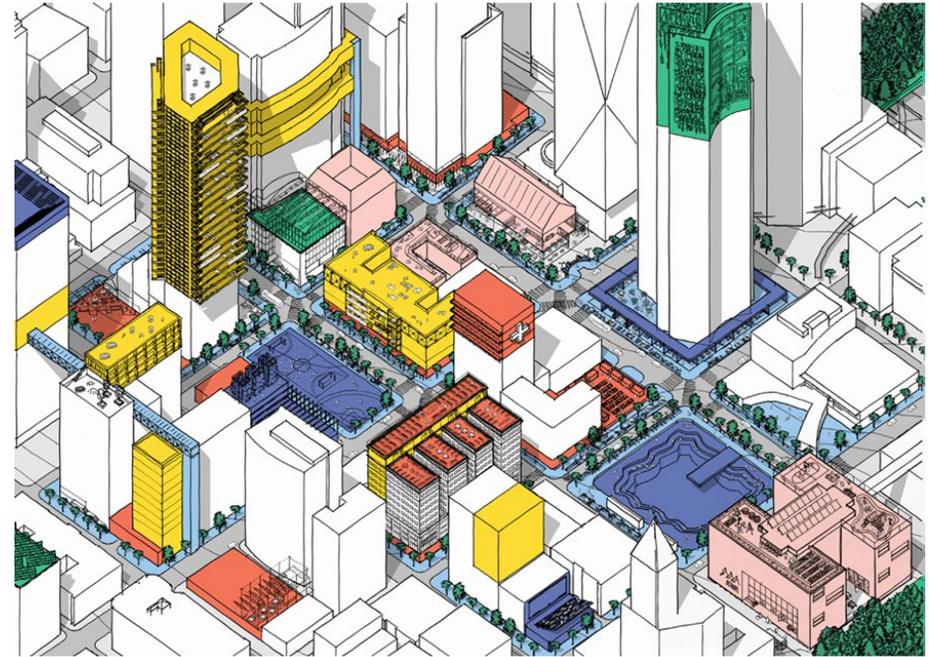
cc: Ben Noble, Director  
Lish Whitson, Lead Analyst

# Conversion to Residential Regulatory and Cost Relief Legislation

Office of Planning and Community Development (OPCD)  
Land Use Committee Briefing  
June 5, 2024

# Why focus on conversions to residential?

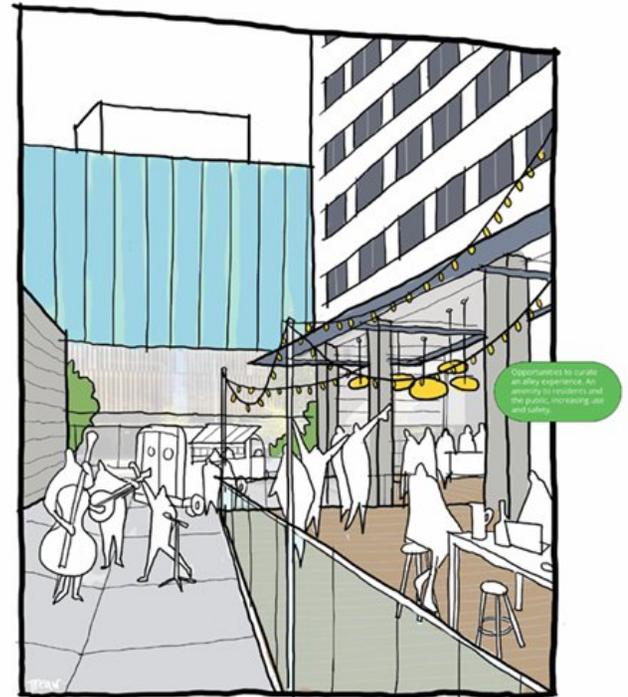
- As a result of the pandemic, office vacancy rates went from approximately 5% in 2019 to roughly 25% in downtown in early 2024.
- At the same time, Seattle continues to face a shortage of housing as average rents increased by 32% after inflation between 2012 and 2022.
- With an over inventory of commercial/office in downtown and citywide scarcity of residential, Mayor Harrell asked us to look at opportunities to right-size both.



*Studies from the OPCD call for ideas envisioned how downtown could be improved with a more varied mix of uses.*

# Why focus on conversions to residential?

- A more balanced use mix of housing and commercial uses in downtown has long been a policy goal for Seattle
- Avoid long periods of vacancy that can result in negative perceptions
- Potential revitalization of downtowns by the presence of residents every day
- Strong support by the public



*Images from the OPCD call for ideas depict how conversions to housing could help activate street level spaces.*

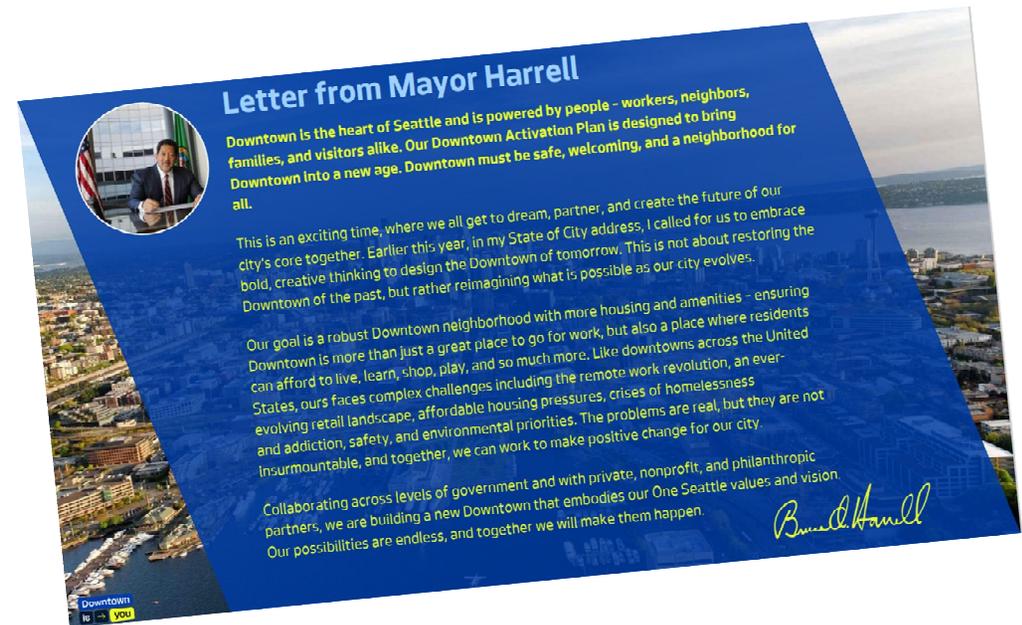
# How Seattle and the State are supporting conversions

## City of Seattle

- 2023 OPCD “Call for Ideas” competition
- **Regulatory and cost relief legislation**
- Direct consultation/support to owners
  - Support for federal funding applications
  - Possible interpretations of construction codes

## Washington State

- State sales tax exemption ESSB 6175



*In summer 2023, Mayor Harrell released his Downtown Activation Plan*

# 2023 OPCD call for ideas competition

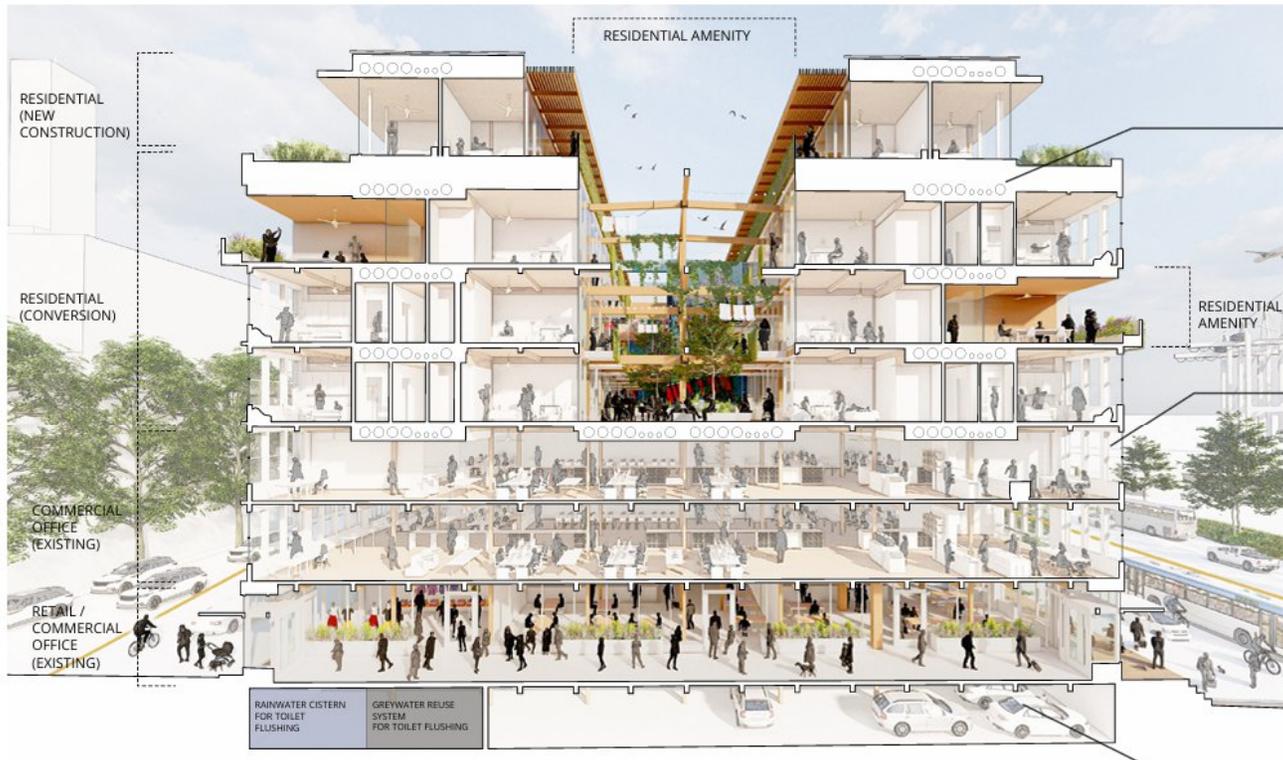
## 13 quality proposals

- Floor plans / design
- Financial feasibility information
- Housing mix and affordability levels
- Suggestions for policy or code changes



*In mid-2023 OPCD conducted the “Call for Ideas” competition inviting building owners and designers to submit their concepts for conversions.*

# Example - Polson and Western Buildings



Operating as a microcosm of a diverse city, the proposal embraces a mix of uses within a singular structure. The three top levels are converted to accommodate a dense distribution of studio units to help satisfy the demand for workforce housing. In order to offset the lower lease rates of these units,

two levels of office use has been maintained on the lower floors and an additional high-end penthouse structure has been added to accommodate the demand for family units.

## Sustainable Strategies:

-  PV PANELS AND PANELS OFF-SITE TO ACHIEVE NET ZERO
-  ALL ELECTRIC HVAC
-  RE-PURPOSE EXISTING DUCTWORK AND HYDRONIC PIPING DISTRIBUTION SYSTEM
-  ENHANCED MECHANICAL FILTRATION
-  OPERABLE WINDOWS
-  IMPROVED ROOF AND WALL INSULATION
-  REDUCTION IN EMBODIED CARBON FOR INTERIOR MATERIALS AND FINISHES
-  WATER EFFICIENT PLUMBING FIXTURES THROUGHOUT
-  RAIN WATER CAPTURE AND GREY WATER REUSE
-  BATTERY STORAGE SYSTEM FOR BUILDING RESILIENCE
-  BIKE PARKING



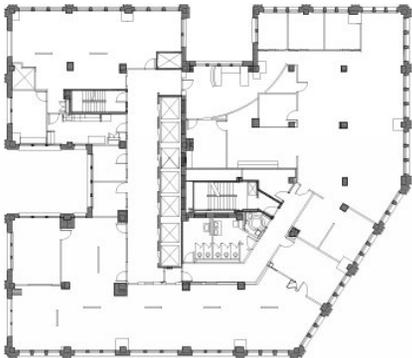
A new front door to a residential lobby opens to Alaskan Way-activating the western building facade to the newly improved public waterfront.



A central courtyard is carved out of the center of the block to provide light and air to residential units. The timber structure is maintained as a spatial remnant of the historic warehouse use.

# Example - Smith Tower 2.0

Typical Existing Floorplate



Lower Tower Typical Proposed Plan



# Seattle is providing direct consultation / support to owners

- Partnering with owners to support application for federal RRIF and TIFIA financing opportunities made available by the Build America Bureau
- Building officials are available to work with owners on possible early guidance about construction codes:
  - Seismic / structural
  - Energy code



*A developer is exploring conversion of the Colman Building with City support for a federal financing program.*

# Washington State – sales tax exemption

- **Washington State legislature passed ESSB 6175 during the 2024 session**
  - **Exempts construction sales tax on conversion developments.**
  - **Requires 10% of housing units to be affordable for 10 years at the 80% AMI level.**
  - **Cities must enable the exemption with a local action. (Work is in progress)**

Business | Real Estate

## Seattle office building is set for apartment conversion

Jan. 3, 2024 at 3:55 pm | Updated Jan. 3, 2024 at 4:55 pm



This office building at 201 Queen Anne Ave. N. in Seattle is set to be converted into apartments. It could be the first office-to-residential conversion in Seattle since the pandemic. (Karen Ducey / The Seattle Times) Less ^

*The developer of a conversion in Lower Queen Anne is seeking to take advantage of the sales tax exemption.*



**City of Seattle**

# Distressed Office Building - Example Scenarios

- Office tenants' lease terms finish and most tenants don't renew
  - Building becomes mostly or entirely vacant
- With drastically reduced rental income the building owner struggles to repay its financing obligations
  - Owner puts the building up for sale at a reduced price



## Scenario A: No Conversion to Residential

- Bank forecloses and seizes the building; or
- Private equity firms swoop in to buy and hold
- A “zombie building” sits vacant for 3 – 7 years until macroeconomic conditions change

## Scenario B: Conversion to Residential

- A local development company acquires the building, motivated by a continually strong housing market and insight into unique local conditions
- New owner aggressively pursues conversion to market rate residential as soon as possible (1 – 2 years of development)
- A new revitalized residential building is occupied by hundreds of new neighbors



# Vacant office structure example

- Structures left in a vacant state for an extended time have an increased likelihood of physical deterioration and foregone maintenance.
- The perception of safety and comfort can be negatively affected in public spaces near vacant structures.



*The Grand Central block near Occidental Square Park.*

# Completed office conversion example

- **Converted structures often have unique character features that can appeal to residents.**

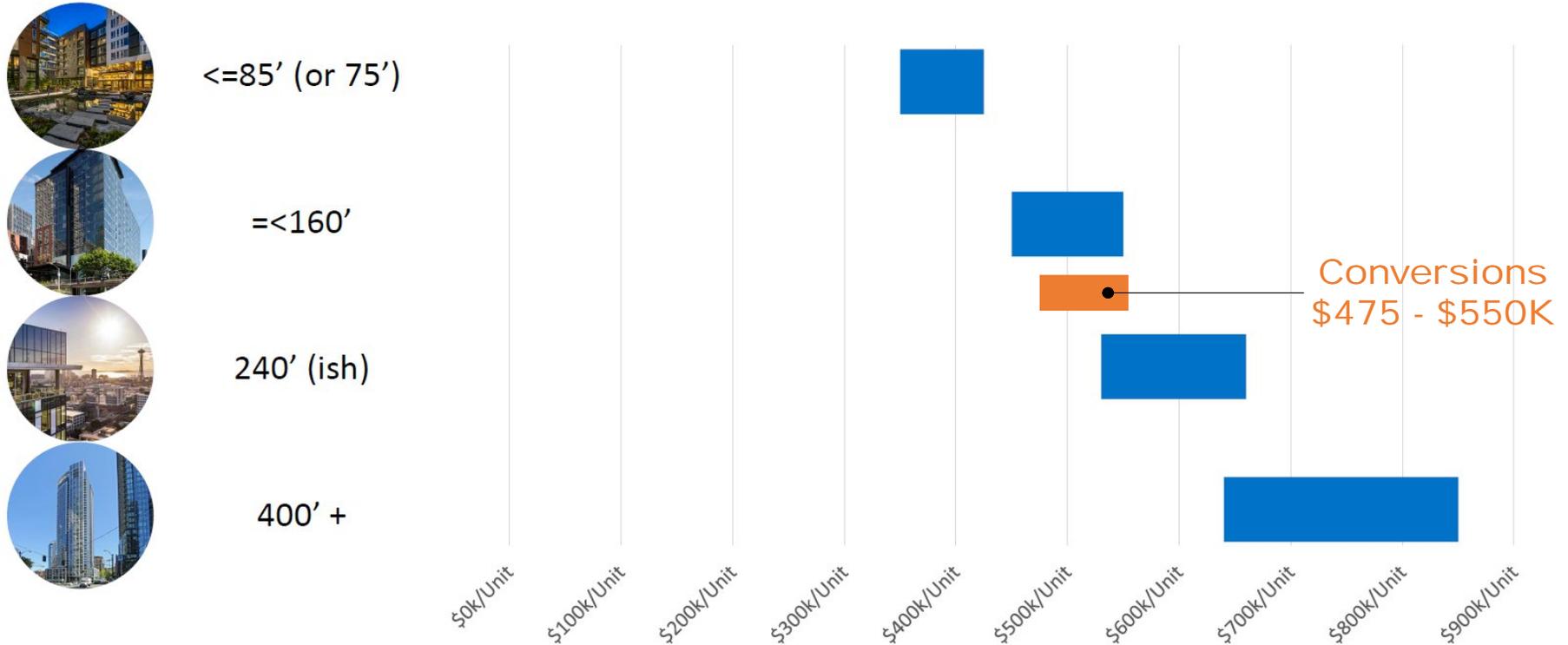
## Project Overview

<b>Property Name:</b>	The Astor at Washington Building
<b>Address:</b>	1019 Pacific Ave, Tacoma, WA
<b>Neighborhood:</b>	Downtown Tacoma (CBD)
<b>Year Built:</b>	1925
<b>Square Feet:</b>	123,687
<b>Floors:</b>	18
<b>Construction Start Date:</b>	October 2020
<b>C of O Date:</b>	March 2022
<b>Budget:</b>	\$65 Million
<b>Residential Units:</b>	156



# Development cost comparisons

Cost reductions are necessary to make conversion developments competitive with ground up construction.



# Conversion development cost drivers

- Seismic / structural upgrades
- Energy code upgrades
- New plumbing / HVAC systems
- Accessibility requirements
- Uncertainty / unknowns



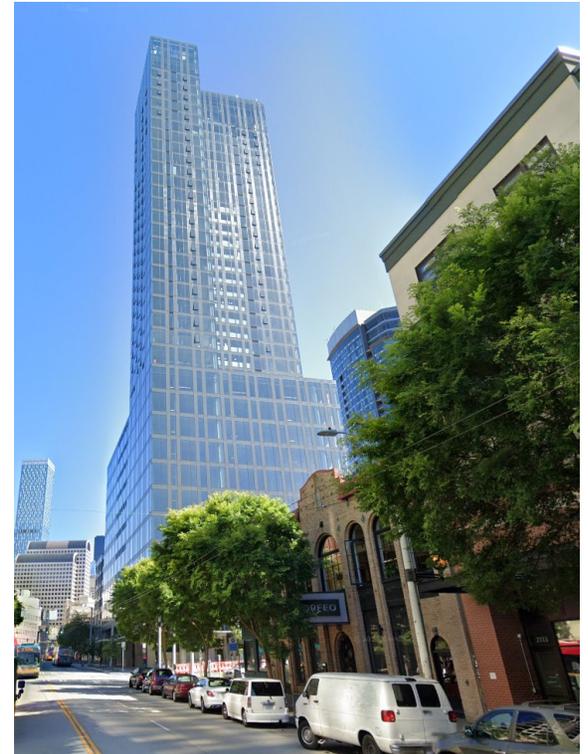
*Example of seismic retrofit*



# Regulatory and Cost Relief Legislation Proposed CB 120761

# Proposed regulatory and cost relief legislation

- Exempts conversion proposals from all dimensional and design development standards in downtown, commercial and mixed-use zones
- Applies to new projects, projects in construction, and projects with Master Use Permits (MUPs) that have not started construction yet
- Waives the Mandatory Housing Affordability (MHA) requirements
  - For conversions only
  - Pipeline and already-permitted projects still contribute



*An owner intends to convert the office portion of a mixed-use tower.*

# Exempting conversions from MHA

The proposed exemption does not conflict with MHA's two foundational bases and does not set a precedent for other types of MHA exemptions.

## 1. MHA's basis as a development incentive.

- Authority is based on the Washington State Growth Management Act 36.70A.540
- MHA requirements are always accompanied by an upzone (added development capacity)
- In the case of conversion – **the builder is not accessing the added development capacity.**

## 2. MHA basis as impact mitigation.

- City's basic police power and SEPA allows regulation of development to mitigate impacts.
- In the case of conversion an old use is being replaced by a new use with equal or lesser impacts. **The builder is not creating a new adverse impact that needs to be mitigated.**

MHA contribution amounts in downtown are generally 2%-7% of units or \$12 - \$27 / sq. ft. for residential.



## Other summary information

- OPCD estimates that with this legislation and ESSB 6175, less than a dozen conversion projects would result in 1,000 – 2,000 new housing units within a medium term 7-year time horizon.
- Without this legislation and ESSB 6175 OPCD believes there will be 0 conversions (10 units or greater) in and around downtown.
- A SEPA Determination of non-significance (DNS) was issued on the proposal in January, 2024 and no appeals were received.
- Mayor Harrell places a high priority on adding housing downtown as part of the Downtown Activation Plan, including via conversions.



*Higher historic office floor to floor to heights can support the design of new lofted residential units.*



# Thank you.

Office of Planning and Community Development (OPCD)  
Geoffrey.Wentlandt@Seattle.gov

# Interim Street Activation Legislation

June 5, 2024

Seattle Department of Construction and Inspections



# Purpose and Goals

- Help fill vacant spaces
- Broaden the range of potential new tenants
- Attract more daily activity and eyes on the street – add more vitality
- Promote creativity and entrepreneurship by allowing new types of businesses



# Business and Foot Traffic Data

- Downtown business openings and closures:
  - Nov '23 to March '24: 9 openings and 21 closures
  - 2020 to 2021: 102 openings and 161 closures
- Foot traffic is still regaining year-over-year, but pace is slowing:
  - 2022 – 2023: +10 - 15% (comparing same months)
  - 2023 – 2024: +5% ( " " " )

Source: DSA, 2024



# Proposal

- Interim legislation: in place for 3 years, for Downtown, S. Lake Union, Uptown
- Applies to Class I & II Pedestrian Streets with street-level use requirements (maps to follow)
- Provide more code flexibility and reduce barriers:
  - Allow greater variety of ground-floor and 2<sup>nd</sup>-floor uses
  - Encourage creative floor plans
  - Maintain exemptions from density limits
- New uses can remain after the interim period, and may revert to prior uses

# Comparison of Uses Allowed

Drawn from uses allowed in pedestrian-oriented neighborhood business districts

Existing allowed uses limited to following:	Proposed additional interim uses:
Arts facilities, entertainment uses: recreational, athletic, theaters, lecture halls, libraries, parks	Arts installations, Custom & craft work: glassblowing, printing, motion picture studios, pottery, sculpture, other personal or household items, parks
General sales and services, retail major durables sales (such as furniture)	Sales and services, non-household: such as restaurant supply, business support services
Restaurants: eating and drinking	Food: food and beverage production, commissary kitchens, catering services
Human services, child care, religious facilities, museums, low-income housing (Seattle Mixed)	Medical services: doctors, dentists, vets, chiropractic
	Institutional uses: community centers and support services, community clubs, institutes of advanced study
	Offices and R&D laboratories

# Downtown

## Downtown Map 1G:

-  Require active street level uses, per 23.42.041
-  Allow interim street activation uses
-  Special Review or Historic Districts

- The proposal applies to the outlined streets.
- Existing street level use requirements proposed to be maintained on the streets mapped as 

All streets shown are "Class I pedestrian" designated or Green Streets



# South Lake Union

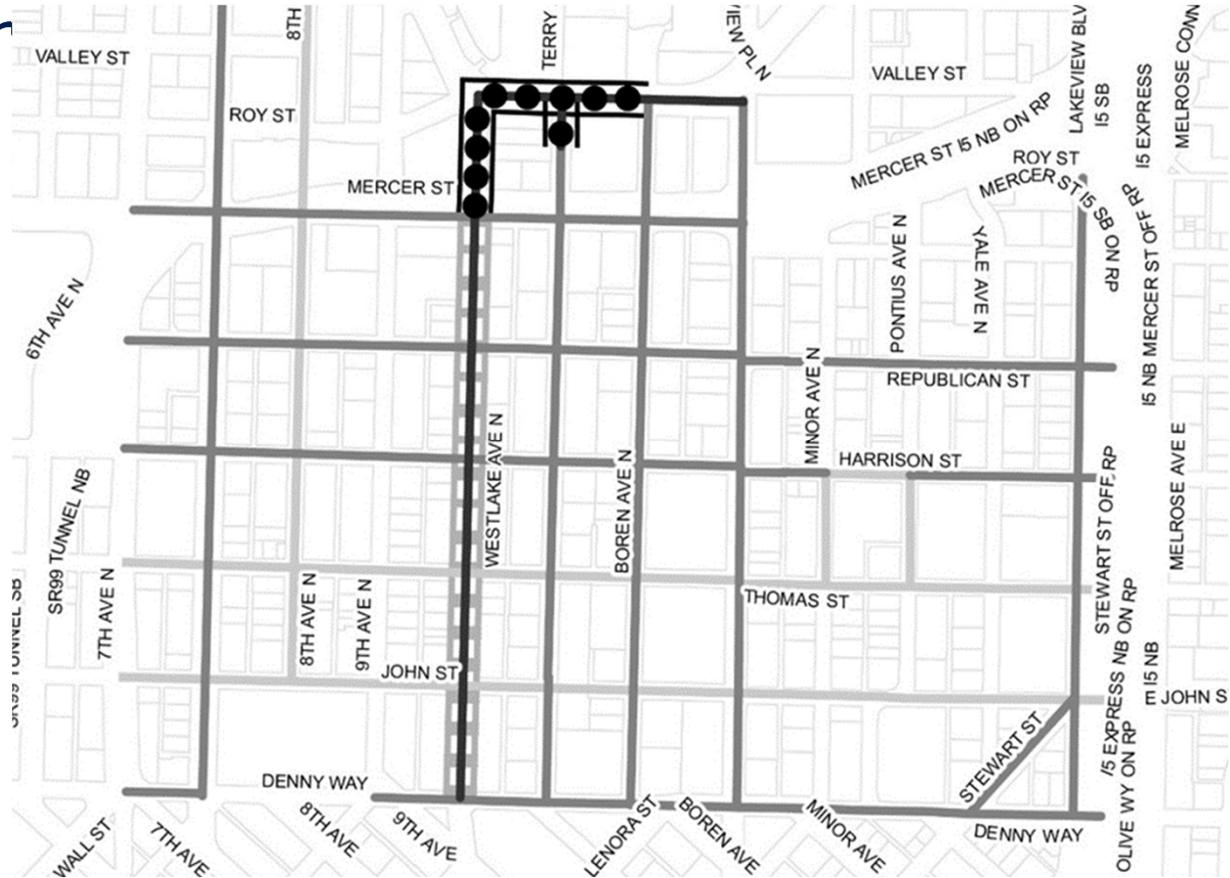


Class I Pedestrian Street; allow interim street activation uses



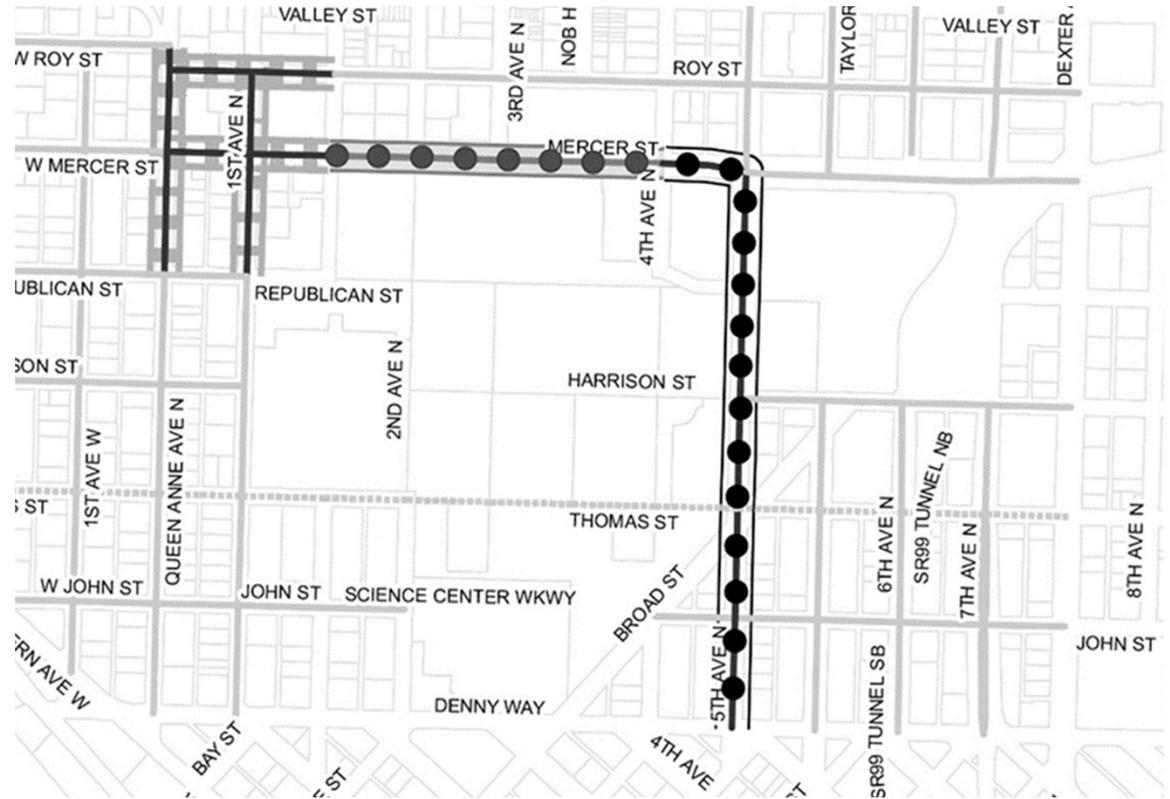
Required street level uses (Class I)

Existing requirements proposed to be maintained



# Uptown

-  Class I Pedestrian Street; allow interim street activation uses
-  Class II Pedestrian Street; allow interim street activation uses
-  Required street level uses  
Existing requirements proposed to be maintained



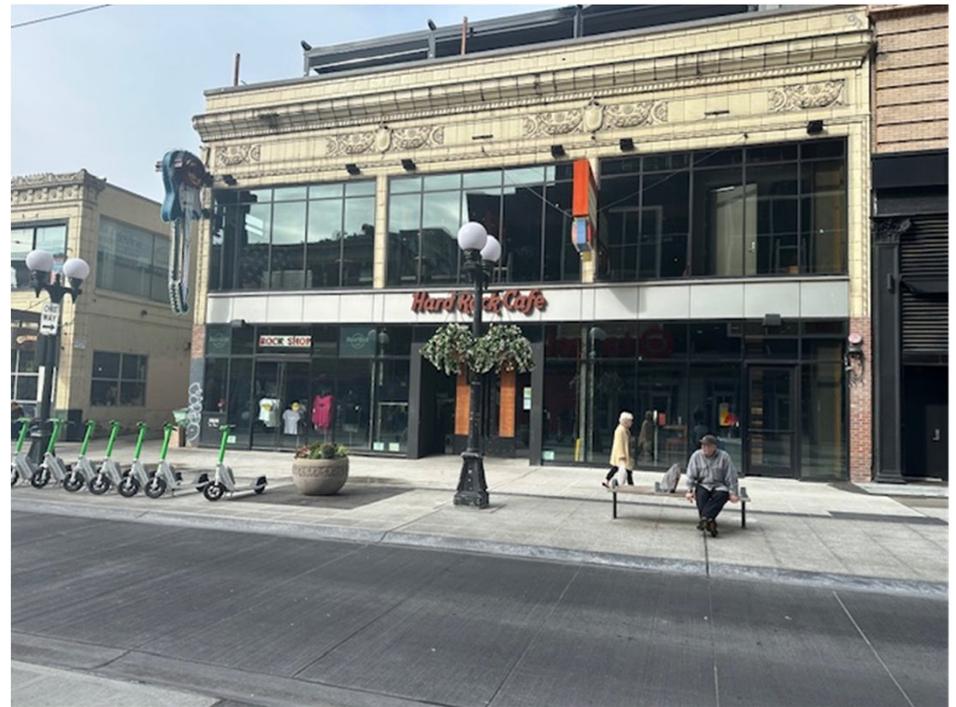
# Small Spaces are Activators

- People create the daily life that animates the city
- Allow more small businesses by reducing required dimensions at street-level



# Flexibility For Multi-level Destination Uses

- Interior design flexibility to encourage creative layouts, such as multi-floor street-level uses



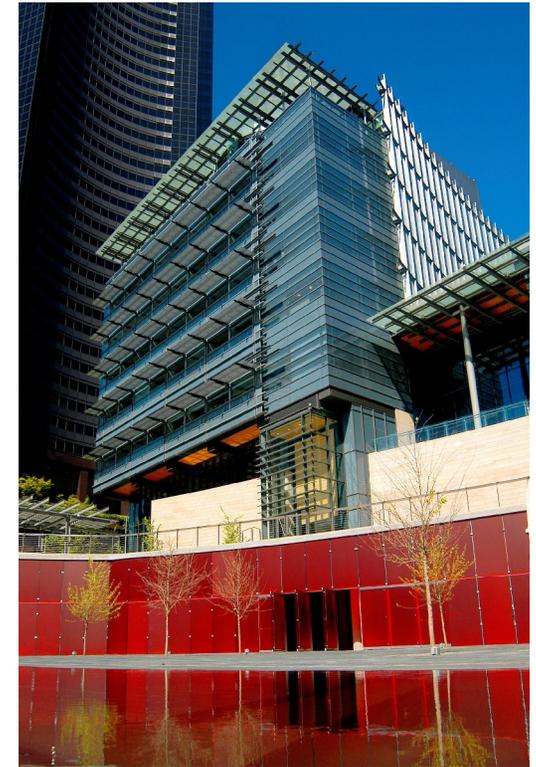
# Questions?

Gordon Clowers

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206-679-8030

[www.seattle.gov/sdci](http://www.seattle.gov/sdci)



## Amendment 1 Version 2 to CB 120761 – Conversion to Housing

Sponsor: Councilmember Morales

Reversing exemption from overlay district and Shoreline Master Program regulations

**Effect:** This amendment would restore the applicability of regulations in Title 23, Subtitle III, Division 3 of the Seattle Municipal Code to conversion projects. The regulations in that division include Shoreline Master program provisions, code provisions regarding development in overlay districts, and regulations regarding special review districts, such as the Pioneer Square Preservation District and the International Special Review District. Removing the exemption for conversion projects will likely decrease the potential issues that might arise from not being subject to local Shoreline Management Act regulations or major institution overlay provisions, compared to the limited utility or benefit that would come from exemption.

Amend Section 1 of CB 120761 as follows:

### **23.40.080 Conversion to residential use in an existing structure**

\* \* \*

C. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be exempt from all development standards and land use regulations of Chapter 23.45 (Multifamily), Chapter 23.47A (Commercial), Chapter 23.48 (Seattle Mixed), Chapter 23.49 (Downtown Zoning), Chapter 23.52 (Transportation Concurrency, and Transportation Impact Mitigation), Chapter 23.53 (Requirements for Streets, Alleys, and Easements), Chapter 23.54 (Quantity and Design Standards for Access, Off-Street Parking, and Solid Waste Storage), and Chapter 23.58A (Incentive Provisions), ~~((and Subtitle III, Division 3, Overlay Districts, of this Title 23,))~~ except that the following categories of development standards and regulations within any of those chapters shall continue to apply:

1. Permitted and prohibited use regulations pertaining to nonresidential uses;
2. Administrative conditional use regulations;
3. Light and glare standards;
4. Noise standards;
5. Institutions;
6. Home occupations;
7. Transitional encampment accessory uses;
8. Landmark Districts and designated landmark structures; and
9. Subsections 23.54.040.F, 23.54.040.G, 23.54.040.H, 23.54.040.I, and 23.54.040.J, solid waste and recyclable material storage and access.

Amendment 2 Version 1 to CB 120761 – OPCD Conversion to Housing ORD

**Sponsor:** Councilmember Moore

Removing MHA exemption for conversions in specific zones

**Effect:** This amendment would remove the exemption from Mandatory Housing Affordability (MHA) requirements for any commercial to residential conversion projects located in high-rise or mid-rise multifamily zones.

Add new recitals as follows:

\* \* \*

WHEREAS, in May and June 2023, the Office of Planning and Community Development (OPCD) sponsored a competitive call for ideas to convert Seattle downtown commercial spaces to residential use; and

WHEREAS, this legislation is responsive to the call for policy changes to incentivize conversion of vacant commercial buildings to activate downtown and is intended to be narrowly tailored to achieve that purpose; and

WHEREAS, Mandatory Housing Affordability (MHA) exemption for commercial, Downtown, or Seattle (SM) Mixed zones is appropriate given the focus on downtown activation and unused commercial spaces; and

WHEREAS, approximately twelve projects downtown are anticipated for conversion over the next seven years; and

WHEREAS, these twelve projects can be completed without exempting additional zones from MHA; and

WHEREAS, OPCD and SDCI will be monitoring the success of conversions in the Downtown, commercial and Seattle Mixed-Use zones, so there will additional opportunity to revisit the expansion of the MHA exemptions; and

WHEREAS, the proposed actions of this ordinance would increase housing supply; and

WHEREAS, the City through its Seattle Department of Construction and Inspections (SDCI) may provide additional flexibilities outside of this legislation with respect to application of the construction codes to proposals for conversion of existing structures to residential uses on a case-by-case basis using existing authority, and Mayor Harrell has directed SDCI to explore such flexibilities with owners of candidate structures; and

WHEREAS, nothing in this proposed legislation authorizes the City to approve permit applications in cases in which the building cannot satisfy life safety standards;

NOW, THEREFORE,

Amend Section 1 of CB 120761 as follows:

**23.40.080 Conversion to residential use in an existing structure**

\* \* \*

E. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be exempt from design review (~~subject to the following exemptions~~) if the structure is already constructed or construction has commenced on the structural frame for the structure.((:

~~1. Exempt from design review; and~~

~~2.))~~

F. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A.1-5 and located in a commercial zone, Downtown zone, or a Seattle (SM) Mixed zone shall be exempt (~~(Exempt)~~) from requirements under Chapter 23.58C (Mandatory Housing Affordability for Residential Development) for any portion of the development proposal that converts floor area from a nonresidential use to a residential use if the structure is already constructed or construction has commenced on the structural frame for the structure.

~~(F)~~G. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be subject to the following if the conversion is in a building approved for future development for which an unexpired Master Use Permit was issued prior to March 1, 2024, and construction on the structural frame for the structure has not yet commenced:

1. Any design review modification to the issued and unexpired Master Use Permit necessary to add residential use shall be reviewed, and may be approved by the Director as a Type I decision; and

2. Notwithstanding the provisions of subsection 23.58C.025.B, any portion of the development proposal that converts floor area from a nonresidential use to a residential use shall be subject to the requirements of Chapter 23.58C that were in effect on the vested date of the unexpired Master Use Permit.

**Amendment 3 Version 1 to CB 120761 – OPCD Conversion to Housing ORD**

**Sponsor:** Councilmember Moore

Adding reporting requirements

**Effect:** This amendment would add reporting requirements to allow the City to track the number of projects built under the legislation.

Add a new Section 2 to CB 120761 as follows and renumber subsequent sections as appropriate:

Section 2. The Office of Planning and Community Development shall provide a report to City Council by January 1, 2028, including the following information, as of the effective date of the ordinance:

- A. The number of permit applications submitted for conversion;
- B. The number of permits for conversion that the Department grants;
- C. The number of buildings completing conversion;
- D. Whether the project utilized the MHA and design review exemptions;
- E. The number of residential units built; and
- F. Of residential units built, the number of low-income and moderate-income units, as defined in SMC 23.84A.040, built.

Council will review this data upon receipt to determine whether any changes to the legislation are necessary.

## Amendment 4 Version 1 to CB 120761 – OPCD Conversion to Housing ORD

**Sponsor:** Councilmember Morales

Allowing permit applicants to vest to a later date

**Effect:** This amendment would allow applicants for conversion projects to apply for building permits before the effective date of this legislation but still allow vesting to occur after the effective date. It would allow projects to begin the permitting process and potentially get to construction more quickly because they would not have to wait for the ordinance to pass. The amendment would allow the applicant to vest to a later date than their permit, after the effective date of the legislation.

Amend Section 1 of CB 120761 as follows:

### **23.40.080 Conversion to residential use in an existing structure**

\* \* \*

F. A conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A shall be subject to the following if the conversion is in a building approved for future development for which an unexpired Master Use Permit was issued prior to March 1, 2024, and construction on the structural frame for the structure has not yet commenced:

1. Any design review modification to the issued and unexpired Master Use Permit necessary to add residential use shall be reviewed, and may be approved by the Director as a Type I decision; and

2. Notwithstanding the provisions of subsection 23.58C.025.B, any portion of the development proposal that converts floor area from a nonresidential use to a residential use shall be subject to the requirements of Chapter 23.58C that were in effect on the vested date of the unexpired Master Use Permit.

Asha Venkataraman  
Land Use Committee  
July 3, 2024  
D1

G. An applicant for a conversion to residential use in an existing structure meeting the criteria of subsection 23.40.080.A that vested to Chapter 23.40 prior to the effective date of this ordinance may elect to modify the vesting date of the development pursuant to subsection 23.76.026.E to a date subsequent to the effective date of this ordinance.

Amendment 5 Version 1 to CB 120761 – OPCD Conversion to Housing ORD

**Sponsor:** Councilmember Morales

Adding recitals regarding universal design

**Effect:** This amendment would add recitals encouraging developers to consider building units in converted projects that meet universal design standards, beyond basic legal compliance.

Add new recitals as follows:

WHEREAS, nothing in this proposed legislation authorizes the City to approve permit

applications in cases in which the building cannot satisfy life safety standards; and

WHEREAS, Council encourages developers converting buildings from office to residential to

include units that use universal design; and

WHEREAS, universal design is “a concept in which products and environments are designed to

be usable by all people, to the greatest extent possible, without the need for adaption or

specialized design,” and

WHEREAS, including such units would go beyond legal compliance to make units accessible

and more desirable to people with disabilities; NOW, THEREFORE,