CITY OF AUBURN WASHINGTON	**City Council Study Session** December 12, 2016 - 5:30 PM Auburn City Hall Annex - 1 East Main Street MINUTES

I. CALL TO ORDER

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the City Hall Annex Room 2, 1 East Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel, and Rich Wagner. Mayor Nancy Backus and the following department directors and staff members were present: Community Development and Public Works Director Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub; Chief of Police Bob Lee, City Attorney Daniel B. Heid, Human Resources and Risk Management Director Rob Roscoe, Assistant Director of Community Development Services Jeff Tate, Director of Administration Dana Hinman, and City Clerk Danielle Daskam.

B. Announcements

There was no announcement.

C. Agenda Modifications

There was no change to the agenda.

II. CONSENT AGENDA

There was no Consent Agenda item to consider.

III. DISCUSSION ITEMS

A. King County Boundary Review Board Process (20 Minute Presentation) (Snyder)
Presentation by Lenora Blauman, King County Boundary Review Board

Councilmember Holman introduced Lenora Blauman, Executive Secretary for the Washington State Boundary Review Board for King County. Ms. Blauman distributed a handout on annexation processes. She briefly spoke about the Growth Management Act and the steps for annexation. She explained the four methods for annexation, from resolution method to petition methods and island method annexation. She explained the Boundary Review Board (BRB) operates under RCW 36.93, and reviewed the role of the Boundary Review Board in the annexation process.

Ms. Blauman explained jurisdiction can be invoked by any jurisdiction, or it could be 5% of registered voters in the annexation area or 5% of registered voters within a quarter mile, and then a public hearing is held by the BRB. Once a decision is issued by the BRB, there is a 30 day appeal period in which the decision can be appealed to Superior Court.

Ms. Blauman stated BRB staff offer pre-application services prior to submission of notice of intention.

Councilmember Holman displayed an aerial map and pointed out the Thomas and Stuck areas and

a peninsula area in the Lakeland area. Councilmember Holman proposed a Council resolution to annex the areas.
Ms. Blauman explained the annexation could be accomplished through an interlocal with King County or by resolution.

B. Council Discussion on Retreat Goals - Affordable Housing (15 Minute Presentation)
Presented by Sean Martin External Affairs for Rental Housing Association of Washington

Director Hinman introduced Sean Martin, External Affairs Director for the Rental Housing Association of Washington State (RHAWA), who provided Council with a presentation on tenant protection issues.

He explained Section 8 is a federally funded voucher program and pays 80 percent or more of rent. Some cities have provided Section 8 housing voucher holders as a protected class so that voucher holders are screened to the same criteria as all others and the rental decision is not based on the voucher. Concerns of the RHAWA are inspection issues and setting/increasing rents can be problematic. RHAWA proposes a landlord liaison project, landlord mitigation fund and streamlining of the Section 8 rental process.

Director Hinman stated the largest group of Section 8 holders is comprised of seniors and disabled persons.

Mr. Martin also outlined the RHAWA concerns over source of income ordinances from Seattle and Vancouver.

C. City Council Organization Committee/Study Session

At 7:15 p.m., Deputy Mayor Wales recessed the meeting for a five minute intermission. The meeting was reconvened at 7:20 p.m.

Councilmember Wagner, chair of the ad hoc committee on Council meeting structure and study session format, presented a proposal for a hybrid study session arrangement. He presented a handout for review.

The City Council study sessions, held the second and fourth Mondays of the month and the fifth Monday of the month, would include a general topics agenda and a special focus area agenda on a rotating basis. The suggested special focus areas are: Public Works/Community Development/Economic Development, Municipal Services, Health and Human Services, Finance, and Committee of the Whole. Councilmember Wagner reviewed the five special focus areas and their scope of discussion topics. The general topics portion of the agenda would be chaired by the Deputy Mayor and the special focus area portion of the agenda would be chaired by the chair of the special focus area.

There was brief discussion of the authority for setting the agenda.

Upon further discussion, the Council ad hoc committee agreed to review the proposal further and bring the subject back to the next study session.

D. Engineering Design Standards (5 Minute Presentation) (Snyder)

Assistant Director of Engineering Services/City Engineer Gaub reported on the recommendation of the Council ad hoc committee on access tracts.

The ad hoc committee's general recommendations are:

- Require one form of residential access tract standard that serves two to six residential units (both new and existing) with consistent standards for all tracts and remove the variety in the current standards
- For the purpose of access tracts, consider Accessory Dwelling Units as equivalent to 0.5 residential units
- When considering deviations from the Standards, the City Engineer will also consider the effect on buildable lands within the city

E. Accessory Dwelling Units - Overview of Regulations and Fees (10 Minute Presentation) (Snyder)

Assistant Director of Community Development Services Tate briefed the Council on the rules, regulations, procedures and costs associated with creation of Accessory Dwelling Units (ADU); as well as identifying challenges and barriers associated with establishing and implementing ADU's in Auburn.

Assistant Director Tate explained that an ADU can be a separate structure that is detached from the primary residence, or it can be internal to the primary residence. The city code establishes the standards for each.

The maximum is 950 square feet or 50% of the primary whichever is less. The homeowner of the primary residence must live on the property, the ADU cannot be sold as a separate house, interior garage conversions must also include replacing the garage door with exterior materials matching the rest of the house, an additional on-site parking space must be provided, and a restriction on the title of the property that informs future owners of the limitations associated with the ADU must be recorded.

Assistant Director Tate reviewed the permit fees associated with the construction of an ADU. He stated the City has issued 13 ADU permits over the past ten years. It is staff's impression that once a customer learns the costs associated with creating an ADU, they opt not to proceed forward. Impact fees and SDC charges tend to be the most expensive fees for ADU's.

Assistant Director Tate stated the information is provided for information only and staff has not initiated an effort to propose changes in city code.

F. Auburn Municipal Airport Strategic Business Plan (15 Minute Presentation) (Snyder)

Director Snyder introduced John Theisen, chair of the Airport Advisory Board. Director Snyder and Mr. Theisen commented on the Airport's 2017-2020 Strategic Business Plan.

Mr. Theisen reported this is the airport's first strategic plan, and it supports the Airport Master Plan, which was updated in 2012.

The Strategic Business Plan is intended to be a "living document" with a four year planning horizon and provides a specific plan of action to move the airport forward. Mr. Theisen stated the Auburn Airport is the third busiest airport in the state, and enjoys 100% occupancy. The airport is profitable and is currently managed by Aviation Management Group.

Council reviewed the Key Result Areas. The Key Result Areas are broad-based goals and are re-evaluated annually and incorporated within the four-year Strategic Business Plan.

There was brief discussion regarding the term of the airport management contract.

Councilmember Peloza inquired regarding the Jet-A Fuel pilot program. Director Snyder responded that staff are still talking with a vendor and the Department of Ecology regarding type of service and method of delivery.

Deputy Mayor Wales inquired about more enclosed hangars. Jamelle Garcia of Aviation Management Group LLC, stated he would not recommend enclosing existing open air hangars so as to not displace those tenants to tie-down spots. As an alternative he recommended the possibility of leasing land for a new facility or construction of a new enclosed hangar.

Councilmembers spoke in favor of conducting an airport market analysis.

Director Snyder stated a resolution will be presented at the next City Council meeting to adopt the Airport Strategic Business Plan.

G. Airport Management Services Contract (10 Minute Presentation) (Snyder)

Director Snyder presented a new airport management services agreement between the City and Aviation Management Group (AMG). The City recently issued a Request for Proposals for airport management services, and the AMG proposal was the sole response to the RFP. Director Snyder spoke about the City's long relationship with AMG. The new airport management services agreement provides for a two year term ending December 31, 2018.

Councilmember Holman disclosed he leases hangar space at the airport.

Deputy Mayor Wales requested a comparison of the changes to the agreement from the previous years.

Councilmember Peloza questioned the term of the agreement at only two years. Director Snyder stated the City will be looking over the next two years at strategies for bringing the management of the airport in-house or to continue using an outside management services provider.

Councilmember Peloza also questioned the management fee tied to CPI for 2017 and 2018. He asked to have a performance clause added that would be tied to incentive of performance with monetary value attached. Councilmember Holman stated a performance clause needs more discussion, and he does not want to delay the proposed agreement any further. There was consensus to review performance incentives over the next contract period.

Resolution No. 5262 will be presented to the Council at their next regular meeting for approval of the services agreement with AMG.

IV. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:45 p.m.

APPROVED THIS 4th DAY OF September, 2018.

Robert Q Baggett Shawn Campbell

BOB BAGGETT, DEPUTY MAYOR Shawn Campbell, City Clerk