



PLANNING COMMISSION MEETING

December 8, 2015
SPECIAL WORK SESSION AND
REGULAR MEETING MINUTES

SPECIAL WORK SESSION – 5:00 - 7:00 p.m., Council Chambers

I. CALL TO ORDER

Chair Judi Roland called the special work session to order at 5:00 p.m. at Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, Washington.

II. ROLL CALL/ESTABLISHMENT OF QUORUM

Roll call was not taken as this was a special work session and not necessary

Planning Commission Members present were: Chair Judi Roland, Vice-Chair Copple, Commissioner Mason, Commissioner Lee, Commissioner Baggett, and Commissioner Smith.

Staff present included: City Attorney Dan Heid; Assistant Director of Public Works/City Engineer Ingrid Gaub, Assistant Director of Community Development Jeff Tate; Financial Analyst Consuelo Rogel; Parks Planning and Development Manager Jamie Kelly; Transportation Manager Pablo Para, Traffic Engineer James Webb; Planning Services Manager Jeff Dixon, Urban Design Planner Lauren Flemister; Planner II Gary Yao; Planner Alex Teague; Office Assistant Jennifer Oliver; and Community Development Secretary Tina Kriss.

III. 2015 Annual Comprehensive Plan Amendments, CPA15-0001

Planning Services Manager Jeff Dixon provided an overview of the 2015 Comprehensive Plan Amendment, CPA15-0001

- P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan
- P/T #2 – Dieringer School District Capital Facilities Plan 2016-2021
- P/T #3 – Federal Way School District 2016 Capital Facilities Plan
- P/T #4 – Kent School District 2015/2016 – 2020/2021 Capital Facilities Plan
- P/T #5 – City of Auburn 2016-2021 Capital Facilities Plan

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Planning Services Manager Dixon provided background information on the relationship of the City's Comprehensive Plan to the individual capital facilities plans of the school districts and the city and how these provide authority for impact fees and how Auburn City Code collects parks, fire, and school impact fees. Staff provided a comment letter from the Federal Way School District supporting the 2016 Federal Way School District Capital Facilities Plan. Staff also provided a memorandum outlining and explaining additional revisions of City of Auburn Capital Facilities Plan.

The Commission and staff discussed how each school district determines their impact fee calculations based on the formula in the city's code and how future projects impact the anticipated predictions of student populations and needs.

In discussing the city's Capital Facilities Plan (CFP), the Commission and staff discussed the potential timelines of various capital facility projects and projects that have been added, removed or revised from the previously approved Capital Facilities Plan (CFP).

The Commission asked if staff could provide detailed a list showing which projects were removed from last year's Capital Facilities Plan and information on the status of those projects. Assistant Director Gaub reported that approximately 90% of projects have been completed and therefore removed; projects have been added to the CFP in response to revised priorities and in response to the creation of new projects or changes in projects. Staff also pointed out that status updates on the project are provided regularly on the city's website and also through routine reporting to the City Council.

The Commission and staff discussed the Les Gove Campus Master Plan and staff explained that this item was deleted as it will be completed prior to the plan's approval for 2016.

IV. 2015 Comprehensive Plan Elements, CPA15-0003

Assistant Director Tate explained that the Washington's State Growth Management Act (GMP) requires cities and counties to periodically review and update their Comprehensive Plan every seven years. Staff reviewed the Core Elements of the Plan noted below. The Commission asked staff to provide a definition of "Transitional Housing" and discussed differences between transitional and housing that involve caregiving or temporary housing.

In asking for Planning Commission recommendation on the Comprehensive Plan, Staff reported that the follow-on detailed development regulations will be coming before the Planning Commission in 2016 for consideration. Staff also explained that it is an interactive process and these policies can be reviewed and refined in the future should there be any further adjustments the Commission feels is needed after having provided their recommendations and the City Council's review and approval.

The Commission and staff discussed, in more detail, specific zoning designations and the conforming and non-conforming uses.

Traffic Engineer James Webb explained that staff has provided a memorandum summarizing the updates from the Commission's last briefing of the draft Comprehensive Transportation Plan. The Commission had no questions on the Comprehensive Transportation Plan updates.

Staff reported that the City is currently developing a stand alone strategic economic development plan at this time. In the meantime, staff has worked on the Economic Development Element or chapter but expects by the end of 2016 a significant product, that

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assists the City and guides them in their economic development effort, will be completed. After the economic development strategic plan has been completed staff will revise the Economic Development Element as needed. The draft Economic Development Element or chapter was updated and cleaned up with the removal of outdated policies and updated numbers.

Parks Planning and Development Manager Jamie Kelly reviewed the updates to the Parks, Recreation Plan, and Open Space Plan and discussed the relevant level of service standards and the need for neighborhood parks vs. larger parks. He explained how Home Owner Associations play a role in fulfilling the need for small-scale neighborhood-serving parks in addition to the other categories of parks by the City

The Commission had no further questions.

- Core Element (released 10/13/15)
- Land Use Element (released 10/13/15)
- Housing Element (released 10/13/15)
- Transportation Element (released 10/13/15)
- Parks & Recreation Element (released 11/10/15)
- Capital Facilities Element (released 11/10/15)
- Private Utilities Element (released 11/10/15)
- Economic Development Element (released 11/10/15)
- Staff's recommended Modifications based on public feedback

V ADJOURNMENT

With no further questions from the Commission the special work session ended at 6.42 p.m.

REGULAR MEETING – 7:00 p.m., Council Chambers

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 7:00 p.m. at Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, Washington.

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II. ROLL CALL/ESTABLISHMENT OF QUORUM

Planning Commission Members present were: Chair Judi Roland, Vice-Chair Copple, Commissioner Mason, Commissioner Lee, Commissioner Baggett, and Commissioner Smith.

Staff present included: City Attorney Dan Heid; Assistant Director of Public Works/City Engineer Ingrid Gaub; Assistant Director of Community Development Jeff Tate; Financial Analyst Consuelo Rogel; Parks Planning and Development Manager Jamie Kelly; Transportation Manager Pablo Para; Traffic Engineer James Webb; Planning Services Manager Jeff Dixon, Urban Design Planner Lauren Flemister; Planner II Gary Yao, Planner Alex Teague; Office Assistant Jennifer Oliver; and Community Development Secretary Tina Kriss.

Members of the Public Present: Bob Kenworthy of the Auburn School District; Julie Pederson; Auburn School District Assistant Superintendent Cindi Blansfield; Jeff Small; Matt Small; Aaron Small; Steve Small; Virginia Haugen; Representing Futurewise, Jeanette Ordonez; Doug Small; and Ralph Fortunato, CSBC, Director of Fiscal Services the Kent School District.

III. APPROVAL OF MINUTES**A. November 4, 2015**

Vice-Chair Copple moved and Commissioner Smith seconded to approve the minutes from the November 4, 2015 meeting as written.

MOTION CARRIED UNANIMOUSLY 6-0

IV. PUBLIC COMMENT

Virginia Haugen, 2503 R Street SE, Auburn

Ms. Haugen commented on the City's parks Plan and expressed it is important to continue having pocket parks in the City of Auburn and understands they are difficult and expensive these are for the City to maintain. She is hopeful the Commission was mindful of the remarks made by Parks Planning and Development Manager Jamie Kelly

V. PLANNING DEPARTMENT REPORT

Assistant Director Tate reported that City Council, on December 7, 2015, enacted Resolution No. 5187, putting into effect a moratorium for one year on the acceptance or processing of applications or other licenses, permits and approvals for residential uses in the property within the C-1, Light Commercial Zoning districts. Staff will be bringing forward further suggested code amendment proposals regarding these issues. A public hearing is set for January 19, 2016

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VI. PUBLIC HEARINGS**A. 2015 Annual Comprehensive Plan Amendments, CPA15-0001**

Planning Services Manager Jeff Dixon provided a background information on the city's Comprehensive Plan. He also provided an overview of CPA15-0001, the 2015 Comprehensive Plan amendments listed below:

- P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan
- P/T #2 – Dieringer School District Capital Facilities Plan 2016-2021
- P/T #3 – Federal Way School District 2016 Capital Facilities Plan
- P/T #4 – Kent School District 2015/2016 – 2020/2021 Capital Facilities Plan
- P/T #5 – City of Auburn 2016-2021 Capital Facilities Plan

Staff provided a comment letter from the Federal Way School District regarding the 2016 Federal Way School District Capital Facilities Plan. Planning Services Manager Dixon pointed out that there are changes to the City's 2016-2021 Capital Facilities Plan which consists of four revised pages and one new page, specifically Pages 2, 3, 195, 197, and 202. In the Commission's deliberation Mr. Dixon respectfully asked that the Planning Commission take this into account those four (4) revised and one (1) new page, for their recommendation.

Mr. Dixon stated staff respectfully recommends approval of Policy/Text amendments P/T #1 thru P/T #5, with inclusion into the City's Comprehensive Plan Amendments

CPA15-0001 – P/T #1, Auburn School District 2015-2021 Capital Facilities Plan

Chair Roland opened the public hearing on CPA15-0001, P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan at 7:16 p.m. and invited the public to step forward for comment on CPA15-0001, P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan.

Bob Kenworthy, Assistant Director of Capital Projects for the Auburn School District, 915 Fourth Street, Auburn.

Mr. Kenworthy stated that the long-time Auburn School District's Superintendent Mike Newman has retired and has been replaced by Cindy Blansfield, Auburn School District Assistant Superintendent. He introduced Ms. Blansfield. Mr. Kenworthy reported that the Auburn School District has provided the City with its annually updated Capital Facilities Plan (CFP) covering years 2015-2021. The CFP was adopted by the Auburn School District Board of Directors on June 8, 2015. Mr. Kenworthy reviewed current projects in construction as well as the enrollment projections and future needs for the next six years. The updated plan indicates that the Auburn School District is requesting a change in the school impact fees for 2016. The calculated fee for single-family is \$5,330.88, a decrease of \$1,193.67, and the calculated fee for multi-family is \$2,625.01, a decrease of \$893.16.

Mr. Kenworthy stated that the Auburn School District Board of Directors is requesting the plan be adopted by reference as part of the capital facilities element of the City of

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Auburn's Comprehensive Plan and that the school impact fees be set in accordance with the plan for the 2016 fiscal year

Virginia Haugen, 2503 R Street SE, Auburn

Ms. Haugen expressed her appreciation for the Auburn school district and stated her children and grandchildren attended the schools in Auburn. Ms. Haugen expressed her concern over the over development and over building which has at times overwhelmed the school district. Traffic is a concern in keeping our children safe she commented. She believes the money spent by the school district for services and the continuation of building and development that takes place will still not provide adequate room to house Auburn students. She feels more emphasis should be placed on meeting the needs of our students over development in Auburn.

Chair Roland closed the public hearing on CPA15-0001, P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan at 7.21 p.m.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of CPA15-0001, P/T #1 – Auburn School District 2015-2021 Capital Facilities Plan, into the city's Comprehensive Plan.

MOTION APPROVED UNANIMOUSLY 6-0

CPA15-0001 – P/T #4 Kent School District 2015/2016 – 2020/2021 Capital Facilities Plan

Chair Roland opened the public hearing for CPA15-0001 P/T #4 – Kent School District 2015/2016 Capital Facilities Plan at 7.24 p.m.

Ralph Fortunato, CSBC, Director of Fiscal Services for the Kent School District, 12033 SE 256th Street, Kent

Mr Fortunato reported that the Kent School District Capital Facilities Plan is requesting a decrease its school impact fees, he explained the reason as the multi-family housing stock is older and the new numbers are providing less students. The calculated fee for single-family is \$4,990.00, a decrease of \$496.00; and the calculated fee for multi-family is \$2,163.00, a decrease of \$1,215.00

Virginia Haugen, 2503 R Street SE, Auburn

Ms. Haugen commented that she is able to explain why the City of Auburn pays Kent School District impact fees but it can be very confusing to most people, also it appears they have been decreased yet there continues to be multi-family and single family building going on in Auburn.

Chair Roland closed the public hearing for P/T #4 – Kent School District 2015/2016 – 2020/2021 Capital Facilities Plan at 7 30 p.m.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of CPA15-0001, P/T #4 – Kent School District 2015/2016 – 2020/2021 Capital Facilities Plan into the City's Comprehensive Plan.

MOTION APPROVED UNANIMOUSLY 6-0

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CPA15-0001 – P/T #2. Dieringer School District Capital Facilities Plan 2016-2021

Chair Roland opened the public hearing on CPA15-0001, P/T #2 - Dieringer School District Capital Facilities Plan 2016-2021 at 7 31 p.m.

The Dieringer School District is requesting an increase by \$1,402.00 their single-family dwelling fee for 2016 to \$4,672.00 and their multi-family dwelling fee for 2016 will be decreased \$207 00 to \$1,518.00.

With no comment from the public, Chair Roland closed the public hearing on CPA15-0001, P/T #2 P/T Dieringer School District Capital Facilities Plan 2016-2021 at 7.31 p.m.

Vice-Chair Copple moved and Commissioner Baggett seconded to recommend inclusion of CPA15-0001, P/T #2, Dieringer School District 2016-2021 Capital Facilities Plan into the city's Comprehensive Plan.

Commissioner Smith pointed out that the Dieringer School District, in their 2016-2021 Capital Facilities Plan, is requesting a 42% increase of their multi-family school impact fee proposal and a decrease of 12% of their multi-family school impact fee proposal

Commissioner Smith expressed that it would have been beneficial to have a representative from the Dieringer School District available to discuss the difference in fees proposed for this period.

MOTION APPROVED 5-1

CPA15-0001 – P/T #3. Federal Way School District 2016 Capital Facilities Plan

Chair Roland opened the public hearing on CPA15-0001, P/T #3 - Federal Way School District 2016 Capital Facilities Plan at 7 32 p.m.

With no comment from the public, Chair Roland closed the public hearing on CPA15-0001, P/T #3 Federal Way School District 2016 Capital Facilities Plan at 7 33 p.m.

Vice-Chair Copple moved and Commissioner Smith seconded to recommend inclusion of P/T #3, CPA15-0001, Federal Way School District 2016 Capital Facilities Plan into the city's Comprehensive Plan.

MOTION APPROVED 6-0

CPA15-0001 – P/T #5. City of Auburn 2016-2021 Capital Facilities Plan

Chair Roland opened the public hearing on CPA15-0001, P/T #5, City of Auburn 2016-2021 Capital Facilities Plan at 7 33 p.m.

Staff member Dixon pointed out that that the Commission has been provided the revisions in their packet to the city's 2016-2021 Capital Facilities Plan and Mr Dixon respectfully asked that the Planning Commission take this into account those 5 pages that have been revised or added as part of their deliberations.

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Virginia Haugen, 2503 R Street SE, Auburn

Ms. Haugen commented that as the City grows and continues to allow more single-family and multi-family development the question must be considered how services will be provided to the increase number of folks without overwhelming our city and the infrastructure provided to the public.

With no other comments from the public, Chair Roland closed the public at 7.37 p.m. and the Commission deliberated.

The Commission requested that staff provide clarification as to which deleted projects of the Capital Facilities Plan have been completed or those that have been removed.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of CPA15-0001 – P/T #5, City of Auburn 2016-2021 Capital Facilities Plan, including the four (4) revised pages and one (1) new page into the city's Comprehensive Plan.

MOTION APPROVED 6-0

2015 Comprehensive Plan Elements, CPA15-0003

Chair Roland reopened the public hearing that was continued from the December 8, 2015 public hearing on items V B.1 thru 8 on the 2015 Comprehensive Plan Elements.

Jeff Tate, Assistant Director of Community Development Services presented a PowerPoint to assist the Commission in the order of the elements will be presented during the public hearing and provided an overview of the materials to be presented for the public hearing and their suggested modifications. Assistant Director Tate reviewed the City's process in bring forward the City of Auburn Comprehensive Plan comprised of a Core Comprehensive Plan and seven (7) elements and the background outreach efforts.

Chair Roland invited members of the public to step forward to for public comment on any of the eight (8) elements being brought forward for consideration as part of the 2015 Comprehensive Plan listed on the agenda. He explained that there will be a three (3) minute time limit for each commenter

Jeanette Ordonex, Community Outreach & Education Coordinator of Futurewise, 14016 100th Place, Seattle

Ms. Ordonex explained that Futurewise is a state-wide non-profit working on creating livable communities and protecting farmland, waterways, and forests to protect a better quality of life for present and future generations. Ms. Ordonex provided a letter to the Commission that was distributed for their review. Ms. Ordonex expressed that Futurewise appreciates the work that has done by staff for the draft Comprehensive Plan to make it easier for folks to read through and understand. Futurewise has provided comments to the city with reference to the plan regarding the Core Plan Community Vision and Value section, the Land Use, Housing, Core, Capital Facilities, Transportation Policy, Economic Development, and Parks and Open Space Elements of the Comprehensive Plan.

Steve Small, President of Don Small and Sons Oil and Distributing, 112 3rd St. NE, Auburn

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Mr. Small explained that several members of his family are in attendance this evening and on behalf of the family he wanted to comment his concerns regarding the zoning and land use for six (6) properties he owns. He stated that several businesses could be impacted by changes to the land use map in regards to the M-1 district and if changed become non-conforming. Mr. Small asked the Commission to consider his letter that was submitted to the city, marked Public Comment #7.

Chair Roland explained to Mr. Small that the current Public Hearing is on the city's vision moving within the Comprehensive Plan, there will be discussions in the future regarding the Land Use Map proposed amendments.

Virginia Haugen, 2503 R Street SE, Auburn

Ms. Haugen commented on the state Growth Management Plan and the city's Comprehensive Plan and stated that the infrastructure and school district has been overwhelmed. The residents in her local community have been fighting to stop multiple developments in her neighborhood but recently a multiple-story senior housing project was approved. After attending two meetings on the development she feels they are in a no-win situation. She would like the Commission to consider making a recommendation to City Council to repeal any C-1 land use development that would allow a four (4) story buildings be constructed near a single family neighborhood.

With no further comment from the public, Chair Roland closed the public hearing on the 2015 Comprehensive Plan Elements, CPA15-0003, at 8:02 p.m.

1. Core Element and staff suggested modifications

Assistant Director Tate provided a brief review of the suggested modifications to the Core Element and suggested the Commission take a moment to review the letter submitted by Futurewise.

Chair Roland recessed the meeting at 8:06 p.m. for the Commissioners to review the letter by Futurewise. At 8:13 p.m. Chair Roland reconvened the meeting.

Assistant Director Tate explained that the recommended changes from Futurewise are integrated within the Core Plan but may be in locations different from the layout proposed by Futurewise.

Vice-Chair Copple moved and Commissioner Smith seconded to recommend approval and inclusion of the Core Element, Map, and suggested staff modifications, including the Futurewise recommendations, to the city's Comprehensive Plan. Vice-Chair Copple asked that the motion be modified to remove the suggested recommendations by Futurewise, Commissioner Smith and Vice-Chair Copple accepted the modification, the motion is to recommend approval and inclusion of the Core Element, Map, and suggested staff modifications to the Comprehensive Plan. The Commission voted.

MOTION APPROVED 6-0

Staff asked the Commission if they had any policy modification suggestions for the wording of the Futurewise changes. The Commission stated that most of the changes have been made by staff but if there are any additions the Commission is comfortable with staff incorporating these changes, as appropriate and necessary. Staff explained

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that most of the recommendations enhance the messages, concepts, and values articulated in the plan but staff would like to modify a couple of recommendations from what is noted in their letter

- Service, page 2, first bullet: Add or modify the sentence to include "within the resources of the city"
- Celebration, page 2, second bullet: Staff believes the intended addition, captured in red text, should be restructured as a complete sentence and leave out the reference to "elected officials" (since the city is not responsible to procure elected officials). The Commission recommended staff implement the change within the plan where they see it appropriate.

Commissioner Mason moved and Commissioner Copple seconded to recommend approval and inclusion of the staff drafted language incorporating the Futurewise recommendations (letter dated December 8, 2015), in the proper location within the Core Element for the approval and inclusion to the city's Comprehensive Plan.

Commissioner Smith stated he is uncomfortable with passing on the recommendations for these updates without a review. The Commission voted.

MOTION APPROVED 4-2

2. Land Use Element and suggested staff modifications

The Commission and staff discussed conforming and non-conforming uses, and how the uses could be legally existing uses based on the definition.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend approval and inclusion of the Land Use Element and suggested staff modifications to the city's Comprehensive Plan. The Commission voted.

MOTION APPROVED 6-0

3. Housing Element

Assistant Director Tate stated the suggested modifications are located on pages 20 and 21, staff would request that a motion and discussions would include those suggested modifications.

Vice-Chair Copple moved and Commissioner Smith seconded to recommend approval and inclusion of the Housing Element and suggested modifications to the city's Comprehensive Plan.

MOTION APPROVED 6-0

4. Transportation Element

Assistant Director Tate provided a brief overview of the Transportation Element and explained that the memorandum in the packet outlines the changes to the Comprehensive Transportation Plan.

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Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of the updated Transportation Element (Comprehensive Transportation Plan).

MOTION APPROVED. 6-0

5. Parks & Recreation Element

Assistant Director Tate stated that the Commission is considering the Parks Element, Parks and Recreation Plan, and staff's suggested modifications.

The Commission and staff discussed the addition of Senator Frank J. Warnke, instrumental in the formation of Game Farm Park, to historical information regarding Game Farm Park as described in the Parks, Arts, and Recreation Open Space Plan. Commissioner Mason asked if her grandfather, Joe Beierlein, who was a Washington State Representative for the 30 and 31st District for 24 years, be added to the historical information on Game Farm Park as he was also instrumental in the formation of the park, the Commission concurred with the suggestion.

Vice-Chair Copple moved and Commissioner Mason seconded to recommend approval and inclusion of the Parks Element; Parks, Arts, and Recreation Open Space Plan and include historical information on Washington State Representative Joe Beierlein as a key figure instrumental in the formation of Game Farm Park; and staff suggested modification to the city's Comprehensive Plan.

MOTION APPROVED. 6-0

6. Capital Facilities Element

Assistant Director Tate briefed the Commission on the Capital Facilities Element, including the staff suggested modifications. He pointed out the Capital Facilities Element references other documents that have been reviewed by the Commission and acted on

Vice-Chair Copple moved and Commissioner Smith seconded to recommend the approval and inclusion of the Capital Facilities Element and suggested staff modifications into the City's Comprehensive Plan.

The Commission voted.

MOTION APPROVED. 6-0

7 Private Utilities Element

Assistant Director Tate reviewed the location of the Private Utilities Element with the Commission and stated there are no staff suggested modification.

Vice-Chair Copple moved and Commissioner Baggett seconded to recommend approval and inclusion of the Private Utility Element to the Comprehensive Plan. The Commission voted.

MOTION APPROVED 6-0

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8. Economic Development Element

Assistant Direct Tate noted that there are no suggested modifications for the Economic Development Element. The Commission had no questions.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend approval inclusion of the Economic Development Element to the city's Comprehensive Plan.

MOTION APPROVED 6-0

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 9:05 p.m.

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