

**Planning Commission Meeting
November 6, 2019 - 7:00 PM
City Hall
AGENDA**

I. CALL TO ORDER

- A. ROLL CALL/ESTABLISHMENT OF QUORUM**
- B. PLEDGE OF ALLEGIANCE**

II. APPROVAL OF MINUTES

- A. October 8, 2019 Draft Minutes from the Planning Commission Regular Meeting

III. PUBLIC HEARINGS

- A. CPA19-0002 – Comprehensive Plan Amendment
Public hearing for Policy and Text Amendment #5 regarding the City of Auburn's Capital Facilities Plan 2020-2025 update.

IV. OTHER BUSINESS

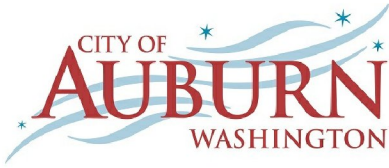
V. COMMUNITY DEVELOPMENT REPORT

Update on Community Development Services activities.

VI. ADJOURNMENT

The City of Auburn Planning Commission is a seven member advisory body that provides recommendations to the Auburn City Council on the preparation of and amendments to land use plans and related codes such as zoning. Planning Commissioners are appointed by the Mayor and confirmed by the City Council.

Actions taken by the Planning Commission, other than approvals or amendments to the Planning Commission Rules of Procedure, are not final decisions; they are in the form of recommendations to the city council which must ultimately make the final decision.



AGENDA BILL APPROVAL FORM

Agenda Subject:

October 8, 2019 Draft Minutes from the Planning Commission
Regular Meeting

Date:

October 28, 2019

Department:

Community Development

Attachments:

[Draft Minutes October 8, 2019](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Planning Commission review and approve the October 8, 2019 regular meeting minutes.

Background Summary:**Reviewed by Council Committees:****Councilmember:****Staff:**

Dixon

Meeting Date: November 6, 2019

Item Number:



I. CALL TO ORDER

Chair Roland called the regular meeting to order at 7:00 p.m. in Council Chambers at City Hall, located at 25 West Main Street, Auburn, Washington.

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

Commissioners present: Chair Roland, Vice-Chair Lee, Commissioner Mason, Commissioner Moutzouris, Commissioner Stephens, Commissioner Khanal.

Staff present: Planning Services Manager Jeff Dixon, Senior Planner Thaniel Gouk, Senior Planner Anthony Avery, Senior Planner Dustin Lawrence, Senior Transportation Planner Cecile Malik, Administrative Assistant Jennifer Oliver.

Members of the public present: Jeffrey Grose, Auburn School District; Cindi Blansfield, Auburn School District; Sally McLean, Federal Way Public School District.

b.) PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

A. August 7, 2019 – Regular Meeting Minutes

Commissioner Stephens moved and Vice Chair Lee seconded to approve the minutes from the August 7, 2019 meeting as written.

MOTION CARRIED UNANIMOUSLY. 6-0

B. September 4, 2019 – Regular Meeting Minutes

Commissioner Stephens moved and Commission Khanal seconded to approve the minutes from the September 4, 2019 meeting as written.

MOTION CARRIED UNANIMOUSLY. 6-0

III. PUBLIC HEARING**A. 2019 Comprehensive Plan Amendment Changes**

Conduct public hearing on the first set of 2019 Annual Comprehensive Plan Amendments. The docket was previously discussed on September 4, 2019.

Senior Planner Anthony Avery reviewed the docket and provided an overview of the 2019 Comprehensive Plan Amendments listed below and reviewed the background and supporting documents provided for the amendments. Staff explained that with audience members in attendance for specific items, the order of agenda items could be adjusted as follows at the preference of the Commission:

CITY – Initiated – CPA19-0002

- P/T #1 – Auburn School District 2019-2025 Capital Facilities Plan
- P/T #3 – Federal Way School District 2020 Capital Facilities Plan
- P/T #4 – Kent School District 2018/2019 – 2024/2025 Capital Facilities Plan
- P/T #2 – Dieringer School District 2020-2025 Capital Facilities Plan

PRIVATE – Initiated – CPA19-0001

- CPM #3- Auburn School District Elementary #16 Comp Plan Amendments & Re-zone to change four parcels, totaling approximately 10.55 acres, from “Single-Family” to “Institutional” and to re-zone from “R-5 Residential” to “I-Institutional.”

CITY – initiated – CPA19-0002

- P/T#5 – Incorporated of City of Auburn 2020-2025 Capital Facilities Plan
- P/T #6 – Amend text of Volume 5, Transportation Element of Comprehensive Plan-various changes.
- P/T #7 – Amend text in Volume 1, “Land Use Element”, item number LU-133, to change the title of the “M St SE” to “M St SE/NE”. The same change is being made as a map amendment to Map 1.3, “Designated Areas.:
- CPM #1 – Change the Comprehensive Plan Map, “Designated Areas, and Map #1.3” to change the text of the boundary identified as “M St SE” to “M St SE/NE” to reference both directional consistent and in conjunction with P?T #7.
- CPM #2 – Within the city’s Comprehensive Plan, Land Use Element, Map No. 1.1, change the designation zoning and land use designation, to “I”, Industrial.

CITY – INITIATED – CPA19-0002**P/T #1 Auburn School District 2019-2025 Capital Facilities Plan**

Chair Roland opened the public hearing on P/T #1 at 7:11 p.m. and called for testimony from the proponent.

Cindy Blansfield – Associate Superintendent Auburn School District, 915 4th St NE Auburn, WA 98001. Ms. Blansfield testified and offered to further explain the contents of their Capital Facilities Plan including the following: Starting in 2012, Auburn Schools grew rapidly. From 2012 to 2019 there has been an increase in enrollment by 19%. Resulting in 2,704 students. Of the 2,704 students, 1,410 are elementary students, which equals more than two elementary schools; 725 are middle school students which equals almost a full middle school facility and 569 are high school students which represents almost a half of a high school. The Auburn School District Capital Projects Department has been working hard to accommodate the growth that has been taking place in the City of Auburn to house these students. The Auburn School District has provided the City with its annually updated Capital Facilities Plan (CFP) covering from 2020-2025. The CFP was prepared by the District staff and adopted by the Auburn School District School Board of Directors on June 24, 2019 and has been subject to separate SEPA review and a Determination of Non- Significance (DNS) prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district.

A review of the Auburn School District's updated Capital Facilities Plan indicates the District is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$6,905.31, an increase of \$1,189.63 and the requested fee for multiple-family dwellings is \$14,667.45, an increase of \$10,179.02.

Chair Roland invited the public forward for testimony for and against P/T #1 three times. With no other testimony, Chair Roland closed the public hearing at 7:18 PM.

With no other questions from the Commission, the Commission deliberated.

Commissioner Moutzouris moved and Commissioner Khanal seconded to recommend inclusion of P/T #1, the Auburn School District Capital Facilities Plan 2019-2025 into the City's Comprehensive Plan.

Motion Approved 6-0

PT #3 – Federal Way School District 2020 Capital Facilities Plan

Chair Roland opened the public hearing on P/T #3 at 7:20 p.m. and called for testimony from the proponent.

Sally McLean – Chief Finance and Operations Officer Federal Way School District, 33330 8th Ave S Federal Way, WA 98003

Ms. McLean explained the Federal Way School District has provided the City with its annually updated Capital Facilities Plan 2020. The CFP was adopted by the Federal Way School District School Board July 23, 2019 by Resolution No. 2019-27. The CFP has been subject to separate SEPA review and a DNS prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district.

A review of the Federal Way School District's updated Capital Facilities Plan indicates the District is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$5,035.00, representing a decrease of \$2,186.00 and the requested fee for multi-family dwellings is \$20,768.00, an increase of \$1,314.00.

The Commission asked for verification that there was only one school within the City limits of Auburn that is in the Federal Way School District. Ms. McLean confirmed that Meredith Hill Elementary is in the only school located within the City limits of Auburn.

Chair Roland invited the public forward for testimony for and against P/T #3 three times. With no other testimony, Chair Roland closed the public hearing at 7:24 PM.

With no other questions from the Commission, the Commission deliberated.

Vice Chair Lee moved and Commissioner Stephens seconded to recommend approval of the Federal Way School District 2020 Capital Facilities Plan to be moved forward to City Council.

Vice Chair Lee moved and Commissioner Stephens seconded to recommend inclusion of P/T #3, the Federal Way School District 2020 Capital Facilities Plan into the City's Comprehensive Plan.

Motion Approved 6-0

PT #4 - Kent School District 2018-2019 -2024/2025 Capital Facilities Plan

Chair Roland opened the public hearing on P/T #4 at 7:25 p.m. and called for testimony from the proponent. No members from the Kent School District attended the meeting.

The Commission and Staff Discussed how many schools from the Kent School District were in Auburn. Staff confirmed there are no Kent district schools in the City. The Commission asked if any Auburn residents attended Kent Schools and Staff was not aware of the answer but that possibly there could be some students in the northern extent of Auburn that overlaps into the Kent district.

A review of the Kent School District's updated Capital Facilities Plan indicates the District is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$5,554.00, representing an increase of \$157.00 and the requested fee for multi-family dwellings is \$2,345.00, an increase of \$66.00.

Chair Roland invited the public forward for testimony for and against P/T #4 three times. With no other testimony, Chair Roland closed the public hearing at 7:27 PM.

Vice Chair Lee moved and Commissioner Moutzouri seconded to recommend inclusion of P/T #4, Kent School District 2018/2019-2024/2025 Capital Facilities Plan into the City's Comprehensive Plan.

Motion Approved 6-0

PT #2 - Dieringer School District 2020-2025 Capital Facilities Plan

Chair Roland opened the public hearing on P/T #2 at 7:28 p.m. and called for testimony from the proponent. No members from the Dieringer School District attended the meeting.

The Commission stated that they were concerned that Dieringer School District has not had a representative attending a Public Hearing on their Capital Facilities Plan in the past years. This makes it difficult to have questions answered. The Commission asked Staff to make a recommendation for a school district representative to attend. Planning Services Manager Jeff Dixon confirmed that Staff always provides each district with advance notice of the public hearing including a copy of the staff report in advance of the public hearing to have an opportunity for them to attend.

A review of the Dieringer School District's updated Capital Facilities Plan indicates the District is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$7,729, an increase of \$4,513.00 and the requested fee for multiple family dwellings is \$3,514.00; an increase of \$3,064.00.

Chair Roland invited the public forward for testimony for and against P/T #2 three times. With no other testimony, Chair Roland closed the public hearing at 7:32 PM.

Commissioner Stephens moved and Commissioner Khanal seconded to recommend inclusion of P/T #2, Dieringer School District 2020-2025 Capital Facilities Plan into the City's Comprehensive Plan.

Motion Approved 6-0

PRIVATE –INITIATED– CPA19-0001

CPM #3 - Auburn School District Elementary #16 Comprehensive Plan Amendment & Re-Zone to change four parcels, totaling approximately 10.55 acres, from "Single-Family" to "Institutional" and to re-zone from "R-5, Residential" to "I, Institutional."

Chair Roland opened the public hearing on CPM #3 at 7:33 p.m. and called for testimony from the proponent

Jeffrey Grose – Auburn School District Capital Projects Executive Director, 915 4th St NE
Auburn, WA 98002

The Comprehensive Plan Map Amendment application seeks to change the comprehensive plan map designation of King County parcel numbers 8946700210, 0421059053, 0421059063, and 0421059015 from the current designation of “Single-Family” to “Institutional”.

The Applicant also seeks to change the zoning classification of the same parcels from “R-5 Residential, Five Dwelling Units per Acre” to “I, Institutional District”. The Applicant identifies in the environmental checklist application that this is a non-project action.

The Comprehensive Plan Amendment and related rezoning have been requested for the purpose of construction of a new public elementary school to meet student demand.

Chair Roland invited the public forward for testimony for and against CPM # 3 three times. With no other testimony, Chair Roland closed the public hearing at 7:39 PM.

Commissioner Moutzouris moved and Commissioner Mason seconded to recommend inclusion of CPM #3 Auburn School District Elementary #16 Comprehensive Plan Amendment & Re-Zone to change four parcels, totaling approximately 10.55 acres, from “Single-Family” to “Institutional” and to re-zone from “R-5, Residential” to “I, Institutional.” into the City’s Comprehensive Plan.

Motion Approved 6-0

CITY -INITIATED – CPA19-0002

P/T #5 - Incorporation of City of Auburn 2020-2025 Capital Facilities Plan

Chair Roland opened the public hearing on P/T #5 at 7:42 p.m. and called for testimony from the proponent.

A Capital Facilities Plan is one of the comprehensive plan elements required by the Washington State Growth Management Act (GMA) (RCW 36.70A). The GMA requires that a capital facilities plan include an inventory of existing capital facilities (showing locations and capacities), a forecast of future needs for such capital facilities, proposed locations and capacities of new or expanded capital facilities, and a minimum of a six-year plan to finance capital facilities with identified sources of funding. The proposed City of Auburn 6-year Capital Facilities Plan 2020-2025 satisfies the GMA

requirements for a capital facilities element as part of the Comprehensive Plan.

The City of Auburn 6-year Capital Facilities Plan 2020-2025 is proposed to be incorporated by reference in the Comprehensive Plan, Capital Facilities Element (Volume No. 3).

The Commission commented that they thought in the past, City staff members have been present at the meeting representing the various city projects listed in the Capital Facilities Plan. Staff commented that other department staff have not been present for this subject. However, staff have appeared for other types of Annual Comprehensive Plan amendment subjects; not generally for the Capital Facilities Plan (CFP). The only other Dept. staff person who has attended is Consuelo Rogel, Financial Analyst from the Finance Dept. However, she is responsible for assembling the document and relying on input from all other City Departments and she does not have a thorough knowledge about all the projects. The Commission expressed concern about acting on the CFP without the opportunity to get questions answered. To address this concern, staff asked if there were any particular projects or questions that the Commission could identify and staff would try and get answers or representatives available for the Commission. There were no specific questions. A Commissioner pointed out that if there were public at the meeting, the public would benefit from staff presentations, as well. Staff added that in future years, staff can do a better job of disseminating the CFP information to the Commission and earlier. The Commission asked about their options in moving forward on the CFP. Planning Services Manager Jeff Dixon explained that the Commission could make a recommendation, or that the Commission could continue the Public Hearing on this matter to the November 6, 2019 meeting, to allow the Commission to give additional opportunity to review and consider.

Vice Chair Lee moved and Commissioner Khanal seconded to continue the Public Hearing for P/T #5 on incorporation of City of Auburn 2020-2025 Capital Facilities Plan to the November 6, 2018 regular meeting.

Motion Approved 6-0

PT # 6 – Amend text of Volume 5, Transportation Element of Comprehensive Plan- various changes.

Chair Roland opened the public hearing on P/T #6 at 7:58 p.m. and called for testimony from the proponent.

Cecile Malik – Senior Transportation Planner, City of Auburn

Ms. Malik offered to summarize the changes to the City's Transportation Plan. She described that since the last major Comprehensive Transportation Plan update in 2015, the City of Auburn has completed multiple projects related to active mobility, traffic safety, and transportation network maintenance. This proposed text amendment will update timing, projects completed in the previous four years, and funding sources for programs that have been changed since 2015. A more notable change is related to Equestrian facilities. These have been identified as a recreational use, and the policies for such facilities will be transferred from the Transportation Plan to the Parks, Recreation, and Open Space Plan.

Other main changes to the Comprehensive Plan document include:

- Incorporate new language required by state and federal law;
- Update the current transit service information;
- Incorporate recent private development;
- Update to include capital projects completed since 2015;
- Update TIP information/project list;
- Update maps as needed to reflect current data and conditions; and
- Additional minor changes related to grammar, punctuation, word choice, etc.

Chair Roland invited the public forward for testimony for and against P/T #6 three times. With no other testimony, Chair Roland closed the public hearing at 8:00 p.m.

Vice Chari Lee moved and Commissioner Moutzouris seconded to recommend inclusion of PT # 6 – Amend text of Volume 5, Transportation Element of Comprehensive Plan- various changes into the City's Comprehensive Plan.

Motion Approved 6-0

P/T #7 – Amend text in Volume 1, “Land Use Element,” item number LU-133, to change the title of the “M St SE” to “M St SE/NE”. The same change is being made as a map amendment to Map 1.3, “Designated Areas.”

CPM #1 – Change the Comprehensive Plan Map, “Designated Areas, and Map #1.3” to change the text of the boundary identified as “ M St SE” to “M St SE/NE” to reference both directional consistent and in conjunction with P/T #7.

Chair Roland opened the public hearing on P/T #7 and CPM #1 at 8:03 p.m. and called for testimony from the proponent.

The Land Use Element (Volume No. 1) of the Comprehensive Plan at Page LU-133 discusses “Designated Areas.” The boundary of the designated area along M Street traverses Main Street, meaning the boundary of the designated area exists along both M Street SE and M Street NE. The proposed text change reflects this distinction. This can be identified as a minor text change.

Chair Roland invited the public forward for testimony for and against P/T #7 and CPM #1 three times. With no other testimony, Chair Roland closed the public hearing at 8:04 p.m.

Commissioner Khanal moved and Vice Chair Lee seconded to recommend inclusion of PT # 7 Amend text in Volume 1, "Land Use Element," Policy number LU-133, to change the title of the "M St SE" to "M St SE/NE", as well as a map amendment CPM #1 to change Map 1.3, "Designated Areas" into the City's Comprehensive Plan.

Motion Approved 6-0

CPM #2 – Within the City's comprehensive plan, Land Use Element, Map No. 1.1, change the designation of a portion of Parcel No. 2721059012 from split designation of "Single Family Residential" to "I," Institutional and the corresponding rezoning.

Senior Planner Avery recounted the recent history of approval for the construction of a communications tower that was authorized by administrative decision on December 5, 2018, subjecting the parcel to the requirements of the majority segment's zoning, I, Institutional. A corresponding Zoning Code Text Amendment (ZOA18-0001) (Ord No. 6716) considered by the Planning Commission and subsequently approved, amended the code to address the use of emergency communications facilities as an allowed land use.

The proposed action changes the land use designation of the western portion of Parcel No. 2721059012 from "Single Family Residential" to "Institutional," and the zoning from "R-5, Residential" to "I, Institutional" to reflect the zoning and land use of the larger portion of the parcel. The re-zone has been assigned case number REZ19-0003. This action increases consistency with the land use being constructed of an emergency communications facility.

Chair Roland opened the public hearing on CPM #2 at 8:06 p.m. and called for testimony from the proponent.

Chair Roland invited the public forward for testimony for and against CPM #3 three times. With no other testimony, Chair Roland closed the public hearing at 8:06 p.m.

Commissioner Stephens moved and Vice Chair Lee seconded to recommend inclusion of CPM #2 – Within the City's comprehensive plan, Land Use Element, Map No. 1.1, change the designation of a portion of Parcel No. 2721059012 from split designation of "Single Family Residential" to "I," Institutional and the corresponding rezoning, into the City's Comprehensive Plan.

Motion Approved 6-0

- B. Shoreline Master Program (SMP) Periodic Update and Associated Update to the Critical Areas Ordinance (CAO).**
Updates to the City's SMP for consistency with current laws and rules.
Updates to the City's CAO for regulations relating to wetlands, streams, their buffers, aquifer recharge areas, and other associated updates.

Chair Roland opened the public hearing on SMP/CAO Updates at 8:08 p.m. and called for testimony from the proponent.

Senior Planner Thaniel Gouk presented the staff report to the Planning Commission. The City's Shoreline Master Program (SMP) was last updated in 2009 and initially adopted in 1974. Per RCW 90.58.080, the City is required to periodically update its SMP every eight years in response to changes in State laws and rules since 2009. The SMP governs development that may be allowed within 200 ft. of the "ordinary high water mark" of the Green and White Rivers (termed "Shorelines of the State") along with other contiguous areas. Regulation and administration of the SMP is a shared jurisdictional responsibility between the City and the WA State Department of Ecology (Ecology).

In summary, the proposed amendments to the SMP include updates to the following:

Definitions; Removal of the critical areas regulations from the SMP (referencing Chapter 16.10 ACC instead); Regulations for nonconforming structures/uses/lots; Adding a "modest home provision" for nonconforming lots, and removing the duplicative administrative and permitting procedures from City Code (Chapter 16.08 ACC) and retaining them within the separate SMP document.

Exhibit 2 includes the complete strikeout-underline version of the proposed changes to the SMP.

In addition to the updates to the SMP, associated updates are also required for the City's Critical Areas Ordinance (CAO) which were identified by WA State Dept. of Ecology (ECY) as well as the WA State Dept. of Health (DOH).

In summary, the proposed CAO amendments include updating the following: Methodology used for wetland ratings/classifications; Stream classification system; Wetland and stream buffer width standards; Wetland replacement ratios, and Regulations pertaining to Critical Aquifer Recharge Areas.

Exhibit 3 includes the complete strikeout-underline version of the proposed changes to the CAO.

Exhibit 4 includes the maps of the proposed updates to the City's Critical Aquifer Recharge Areas. This map would replace the current version utilized by staff but that is not part of the document.

Planner Gouk pointed out that the Planning Commission has reviewed these subjects at various meetings.

Beginning in July of 2018, the Planning Commission (PC) has participated in discussions with City Staff on these updates on nine separate occasions. The documentation from these meetings have been available on the City's dedicated SMP update webpage at www.auburnwa.gov/smp as well as within the PC agenda

packets. At the July 3, 2019 meeting, the PC requested Staff to proceed with holding a public hearing on the proposed updates.

Staff informed the Commission that a change had been made to the strike through and underline code in response to discussion and direction at the last meeting. This change conditionally allows septic systems near Group A Well systems. Staff completed more research with the Department of Health and different jurisdictions. Staff proposed that the City of Auburn would go with a similar methodology as used in Unincorporated King County, which will be more of a scientific method. The Commission asked what areas of Auburn have shared wells that would be affected. Staff confirmed the main areas of the city affected would be the Northeast and Southeast portion of Auburn.

Chair Roland invited the public forward for testimony for and against the updates to the SMP/CAO three times. With no other testimony, Chair Roland closed the public hearing at 8:19 p.m.

Commissioner Moutzouris moved and Commissioner Khanal seconded to recommend approval of the Updates to the City's SMP for consistency with current laws and rules. Updates to the City's CAO for regulations relating to wetlands, streams, their buffers, aquifer recharge areas, and other associated updates forward to City Council.

Motion Approved 6-0

IV. OTHER BUSINESS

No other Business Items were brought before the Commission

V. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager, Jeff Dixon reported that currently there are no updates to the status of the 2 perspective sites for a King County Metro Bus Barn locations in Auburn. Since the Commission had asked at the last meeting, he knew of their continued interest.

Staff reported that building permit application has come in for the redevelopment of the former Heritage Building site. This site on East Main St was destroyed by fire almost two years ago. The name of the new building is called "Divine Court" but that name could be subject to change. That particular project will not start construction until next year.

Also, Staff updated the Commission on the development site located south of City Hall. Permits/Plans were resubmitted last week. Based on the configuration of the temporary construction fence that has been installed, the Commission asked if there was enough space for the building that is planned. Senior Planner Lawrence gave a brief description of the building/layout and confirmed that there will be enough room.

The Planning Commission asked if there had been public concern for more parking downtown now that that site of the temporary parking is surrounded by temporary construction fencing and slated for development. Staff responded a couple of advance

efforts have reduced concern; parking permit holders were advised well in advance and one remote replacement lot was created to help alleviate the parking issues. Fortunately, there have not been many complaints from the public regarding the parking downtown. Looking forward, when new development comes along they are required by city regulation to provide additional parking to serve their development. Staff pointed out to the Commission that there are many city-owned parking lots located around downtown and near Main Street.

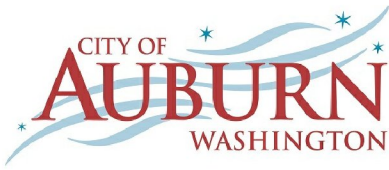
The Commission asked if there was any discussion about having parking meters installed. Staff responded that there has been no discussion of it. One Commissioner noted that many years ago the city had parking meters and these were removed.

Next meeting is November 6th not 5th. Due to the date of the General Election, the meeting is pushed to Wednesday at 7:00 p.m.

It was confirmed by Staff that the Capital Facilities Plan Public Hearing would continue at the November 6, 2019 meeting.

VI. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:38 p.m.



AGENDA BILL APPROVAL FORM

Agenda Subject:

CPA19-0002 – Comprehensive Plan Amendment

Date:

October 28, 2019

Department:

Community Development

Attachments:

[Memorandum - 2019 Amedments PC/PH](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Recommend approval for P/T Amendment #5 to City Council.

Background Summary:

The City of Auburn 6-year Capital Facilities Plan 2020 – 2025 is proposed to be incorporated by reference in the Comprehensive Plan, Capital Facilities Element (Volume No. 3). This is a continuation of a public hearing from the October 8, 2019 Planning Commission.

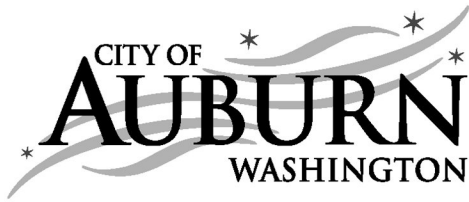
Reviewed by Council Committees:**Councilmember:****Staff:**

Dixon

Meeting Date: November 6, 2019

Item Number:

PH.1



MEMORANDUM

TO: Judi Roland, Chair, Planning Commission
Roger Lee, Vice-Chair, Planning Commission
Planning Commission Members

FROM: Anthony Avery, Senior Planner, Comm. Development Dept.
Jeff Dixon, Planning Services Manager, Comm. Development Dept.

DATE: October 23, 2019

RE: **Public Hearing:** Continued public hearing for comprehensive plan policy and text amendment P/T#5, Auburn Capital Facilities Plan (File No. CPA19-0002)

BACKGROUND:

At the Planning Commission regular meeting on August 6, 2019, city staff presented a memorandum to identifying the subjects anticipated to be considered as comprehensive plan amendments to be requested in the 2019 annual update cycle, and shared with the Commission the receipt of a private submitted comprehensive plan amendment application. The Commission and staff reconvened at the Planning Commission's regular meeting on September 4 to review and discuss the "docket of annual comprehensive plan amendments" to formalize the list of both city-initiated and privately-initiated comprehensive plan amendments for the purpose of scheduling these for a public hearing.

At the public hearing, on October 8, 2019, city staff presented the 2019 Annual amendments to the city's comprehensive plan. The written staff report includes a recommendation by staff on each item. At this public hearing, all but one subject item was recommended for approval to the city council. Thank you. Staff appreciates the time and effort put into reviewing the prepared packets and the consideration of the subjects.

P/T Amendment #5, the annual Capital Facilities Plan, was continued to the next meeting. The Planning Commission expressed concern about acting on the CFP without the opportunity to get questions answered. The Commission requested additional information in the form of testimony and city staff from each applicable department available to respond to questions from the Commission or public.

Planning staff submitted an alternative approach for future action to the planning commission via e-mail on October 18, 2019, which was returned as undeliverable to most recipients. The message was re-sent on October 21, 2019, followed by a clarification message on the content delivered. Within the transmitted e-mail was attached an electronic copy of the 2020-2025 Capital Facilities Plan and the accompanying memorandum from Finance describing the

updates and changes made since the adoption of the 2019-2024 CFP. Both of these documents are unchanged from earlier versions, but sent again for convenience.

DISCUSSION

In response to the Commission's concerns staff requested commissioners share specific projects or departments where they have questions, concerns, or comments regarding line items. This message was conveyed via e-mail originally sent on October 18, and re-sent on October 21 due to technical issues preventing delivery.

Staff will work to reasonably provide information or have representatives available in response to requests received from the Commission by October 25, 2019

NEXT STEPS

Comprehensive Plan Policy and Text Amendment #5 public hearing is continued from the October 8, 2019 planning commission regular meeting. Due to logistical concerns, staff has requested via e-mail from the Commissioners specific topic items they wish to discuss. The Commissioners response will assist planning staff to coordinate the appropriate resources to address questions or concerns identified.

RELATED TOPIC OF PUBLIC NOTIFICATION PROCEDURES

The Planning Commission often asks about public notification efforts that have been implemented leading up to the Planning Commission's consideration. The City of Auburn has codified a standardized engagement process to alert residents and neighbors/neighborhoods of impending action that could affect their property and city business. Auburn City Code Chapter 14.07.040 provides direction on the required methods of notice. These methods, include mailing notice to owners of real property within 300 feet of a site-specific project, requiring public posting on-site for site-specific projects (Chapter 1.27 ACC), publication of notice in the newspaper of record (Seattle Times), and mailing to any person who has requested such notice in advance.

In addition to these requirements, the Director of Community Development has the authorization to prescribe additional efforts for public notification. In response to a question by the Planning Commission, the City Attorney has cautioned against using additional efforts for public notification beyond the minimum code requirements in order to avoid exceptions that could increase risk of exposure and could be construed as not fair. Therefore, the Director of Community Development exercises some restraint in authorizing additional efforts for public notification.

The advertisement for the comprehensive plan amendment proposal complies with all the requirements of Chapter 14.07.040. In addition to those minimum requirements, notice was posted on the City Hall bulletin board at both the main building and within the Annex. All public

hearings, including agendas, are posted to the City of Auburn website in advance of the public hearing. Posting on the City's website is one of the few areas where the city routinely exercises additional efforts for public notification beyond code requirements, because the public increasingly is relying on this method of communication.

To facilitate a deeper discussion on the appropriateness of current engagement efforts, and the effectiveness of existing notification, staff recommends identifying this topic as a discussion item at a future planning commission meeting.