



PLANNING COMMISSION

October 16, 2018

MINUTES

I. CALL TO ORDER

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

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

Planning Commission Members present were: Chair Judi Roland, Vice-Chair Lee, Commissioner Stephens, Commissioner Shin, and Commissioner Khanal. Commissioners Mason and Moutzouris were excused.

Staff present included: Economic Development Manager Doug Lein, Planning Services Manager Jeff Dixon, Senior Planner Thaniel Gouk, Planner II Alex Teague, and Planning Administrative Assistant Tina Kriss.

Members of the public present: No audience members were present.

b.) PLEDGE OF ALLEGEANCE

II. APPROVAL OF MINUTES

A. October 2, 2018

Commissioner Lee moved and Commissioner Stephens seconded to approve the minutes from the October 2, 2018 meeting as written.

MOTION CARRIED UNANIMOUSLY. 5-0

III. PUBLIC HEARING

No items were brought forward for Public Hearing

IV. OTHER BUSINESS

Staff reported that an agenda modification, Item IV.D., Introductory discussion of 2018 Annual Comprehensive Plan Amendment – Historic Preservation Element, has been added under OTHER BUSINESS. Staff asked Chair Roland if IV.C. Economic Development Element could go before items IV.A., IV.B., and IV.D., Chair Roland confirmed the order of items.

A. Periodic update of the City's Shoreline Management Plan (SMP)

Senior Planner Gouk stated, at the October 2nd Planning Commission meeting, Staff discussed with the Commission several items related to the required Shoreline Master Program (SMP) update, including an introduction to the SMP Designation Maps and some optional updates that staff recommends looking into.

The Commission requested that staff follow-up on some items that were discussed, including a link to the SMP document that was emailed to the Commission and more information on a few items from the Department of Ecology periodic review checklist.

The guidance document from Ecology was also discussed, including more in-depth information and the background on each item in the Checklist. Staff stated the complete Checklist was provided to the Commission at the previous meeting, the complete guidance document was included in tonight's packet.

Senior Planner Gouk stated that the Commission requested information from items A, B, and C of the Ecology Checklist. Staff provided text from the Checklist, then text from the State shoreline rules along with staff comments within tonight's packet. Staff reviewed Ecology Checklist items 2017(c), 2007(a), and C. Shoreline Exemption. Staff stated that the Commission was wanting to find out what projects that would be exempt from the shoreline permit so item 2017(c) addresses those exemptions.

Regarding Options for defining floodway, Senior Planner Gouk reported that the City's Floodplain Development Regulations will likely be updated in the next 6 months. Updated FEMA FIRMs (Flood Insurance Rate Map) are expected to be fully adopted by the federal government at the beginning of 2019; the City's update would follow soon after. The City currently uses Option 2 which includes a definition of the location of the floodway, if Option 1 is used the City could/would avoid needing to potentially change the existing definition within the SMP.

Staff stated a draft version of the City's Public Participation Plan for the shoreline update process is attached as Exhibit A. The consultant, Watershed, assisted in preparing the document. Staff reported that the document has been further finalized and if the Commission would like a copy staff can email the final version. Senior Planner Gouk stated that staff is currently working on a web page on the City's website that will provide SMP updates as they progress.

B. Comprehensive Plan Land Use Element Amendment – Special Planning Areas

Planner II Alexandria Teague stated that the proposed amendment is to the Special Planning Areas Designation section within the Land Use Element of the Comprehensive Plan. A review of the proposed amendments was provided by staff through a PowerPoint presentation.

Staff explained that the Special Planning Areas Designation is important because it contains descriptions, designation criteria, and policies for each of the 4 types of Special Planning areas. Staff reviewed the 4 Special Planning areas (districts, impression corridors, gateways, and subareas). The Special Planning areas are areas within the City of Auburn that warrant additional emphasis in planning, investments, and policy development. Staff noted, these are generally large areas and are shown on Map 1.2 of the materials provided in the packet.

A review of the 5 different Special Planning Area "subareas" was provided by staff, including Identified Areas, Designated Areas, Designated Areas/Areas of Concern, Adopted Areas, and Designated Areas/Economic Development areas with an

economic focus. Staff explained that Maps 1.3 and 1.4 depict the proposed subareas that are much smaller than the districts.

Planner Teague explained that the amendment provides guidance for unique problems and or opportunities that exist in certain areas within the City. The amendment will provide clear, concise, well-organized, and detailed information so that staff and decision-makers can use it in our planning processes and decisions.

Staff provided a review of the "Major" and "Minor" revision types to the Land Use Element, Special Planning Area Designation Section.

Staff proposes to proceed with publishing a hearing notice to conduct a hearing on these changes at the November 7th Planning Commission meeting.

After a review of the proposed amendments, Commissioner Lee asked staff why Highway 18 on Map 1.5, Impression Corridors, is not noted as an impression corridor though Highway 167 is included. Staff stated they would need to do some research to determine why there is an inconsistency.

The Commission asked staff to provide a memorandum to clarify the classification and discrepancy on the list of Impression Corridors in the Plan and on the map. Planner Teague stated she would provide a memorandum via email to the Commission to provide clarification.

The Commission and staff discussed the location of the Gateways. Staff reported that no changes are being proposed from those adopted in the 2015 Comprehensive Plan update; the Gateways are located near the highway off-ramps rather than the thoroughfares.

Commissioner Shin pointed out each of the maps provided in the packet on the "Special Planning Areas" states "The City of Auburn makes warranties as to its accuracy". Commissioner Shin believes the word "no" should be included to read, "The City of Auburn makes no warranties as to its accuracy".

C. Continued Discussion of docket items for Annual Comprehensive Plan Amendment – City initiated text and Map Amendments - Incorporation of City of Auburn Ten-Year Economic Development Strategic Plan

Planning Services Manager Jeff Dixon introduced PT #7, Vol. 6 – Economic Development Element and provided a brief history on the element. A PowerPoint presentation was provided to the Commission as part of the overview.

In 2015, the City of Auburn started a Ten-Year Economic Development Strategic Plan guided by the City's Economic Development section of the Administration Department to guide city's economic development, activities & investment over the next decade.

Planning Manager Dixon stated the team preparing that plan did an extensive public outreach, working with over 200 employers, community members, regional leaders,

residents, and other stakeholders in preparation of the document. Page 8 of the plan provides the research and methodology of the plan. Staff reviewed the main changes within the plan. Staff pointed out that as part of the 2018 Annual Comprehensive Plan Amendments, the city seeks to change the Comprehensive Plan to recognize the Ten-Year Economic Development Strategic Plan. The main changes to the Comprehensive Plan include:

- Consistency and agreement
- Updates to information due to the passage of time
- Clarity and understanding
- Align the policy statements with the strategies/actions of the Ten-Year Economic Development Strategic Plan (TEDSP), not every strategy or action listed will have will have a corresponding policy
- Ten-Year Economic Development Strategic Plan contains a future action of identifying and designating "target investment areas" as smaller geographic areas of the city to be to be determined and targeted for directing growth described on Page 28

Planning Manager Dixon introduced the city's Economic Development Manager Doug Lein to expand on the element.

Economic Development Manager Lien stated the plan started in 2014 when it was determined that the Economic Development Plan and would be developed to go hand in hand with the Comprehensive Plan (the city's guiding document to project ahead 25 or 30 years).

The city hired a team of specialized expert consultants that included:

- TIP Strategies (an economic development consultant),
- Heartland (a real estate advisory & investment consultant, and
- Retail Coach (a retail recruitment & development consultant).

This consultant team built on the "Imagine Auburn" public outreach and participation plan that had been implemented for the city's Comprehensive Land Use Plan. Ordinance No. 6584 on December 4, 2015 adopted the City's Comprehensive Plan.

Economic Development Manager Lien explained that the plan includes benchmarks within the plan to see what is working and not working on an annual basis. The information provides an opportunity to refine or amendment the plan. A report card is then generated to provide information that can then be provided to Council on how things are working.

One key strategy was the development of the supply chain database www.buylocal.com, a digital marketing campaign. Within the first eight weeks the site had a tremendous response with over 6.2 million impression hits on the ads throughout the region. Staff stated that they believe there have been an uptake on sales tax collections for food and beverage, car sales, and other sales generating tax.

Manager Lien stated staff is methodically working through the strategies provided in the plan and believes they can accomplish the tasks provided they have the resources through the budget process with the City. Staff reviewed the areas that are managed by the Economic Development division.

The Commission and staff discussed the Auburn Innovation Partnership Zone; staff reported that 16 start-up companies are operating with full service through the IPZ program.

Approximately 10,000 people over the import/export number of workers live outside but work in the City. Workers who do not live in the City create a positive economic impact as they generate sales tax revenue. Staff reported a sales coach consultant noted the collected, projected retail sales in Auburn does not meet 50% of the estimates of what could be generated and collected by the City. Strategies were provided to address and increase these numbers.

Commissioner Stevens expressed concern that Economic Development in this region is rooted in transportation and the transportation corridors congestion make it difficult to buy local if going from Lakeland to the opposite side of the valley. Economic Development Manager Lein stated the transportation element is addressed by other staff but advocated improvements can be advocated by economic development staff.

The Commission and staff discussed services for the increase in housing within the Downtown Urban Center. Economic Development Manager Lein is encouraged with the businesses entering the market downtown and the projected sales. More services will be coming as the increase in downtown housing increases.

Economic Development Manager Lein reported that the team is working with Planning to analyze data on nonconforming zoning code properties. Determining if better performance can be optimized through a change in the property zoning is something the City is looking at.

A discussion was held on distribution vs manufacturing warehouse space and how the age of some of the distribution sites. Staff reported that about 75% of the space is 2005 and older.

Manager Lein thanked the Commission for their time and stated that the Economic Development team wants to be a value and supporter of the Comprehensive Plan goals and is excited to meet those goals as the City continues to grow.

D. Continued Discussion of docket items for Annual Comprehensive Plan Amendment – City initiated text and Map Amendments - Historic Preservation

Planning Services Manager stated that an agenda modification, IV.D. Historic Preservation, has been added to the agenda. A copy of the agenda modification was distributed to the Commission.

Staff reported that when the 2015 Comprehensive Plan was adopted in 2015, Chapter 10 was omitted, specifically on the subject of Historic Preservation. In an effort to clean up and update changes that were made in response to adopting the revised comprehensive plan in 2015, this is one of those actions. Staff explained that Chapter 10 would be brought back as a new Volume 8 "Historic Preservation" in a reformatted and slightly modified version to make it fit in the context of the updated Comprehensive Plan.

Staff explained that the city would like to continue to provide the policy guidance for looking at Historic Preservation and incorporating it when appropriate. This does not mean that it is mandatory for an applicant to preserve a building because it is a specific age, the intent is to recognize properties that have merit or a potential to be redeveloped and incorporating some of the historic elements; adaptive reuse is one way it can be achieved. The Historic Preservation element in the Comprehensive Plan serves as the policy guidance.

The former Chapter 10, "Historic Preservation", contained a map of officially recognized properties located in the City of Auburn. Staff proposed to update and provide this map in the plan. Updates are warranted due to new designations.

King County's Historic Preservation staff reviewed the element with Auburn City staff to assist the City in making the changes that are shown. The City contracts with King County for services of Historic Preservation nature.

Planning Manager Dixon explained that former Chapter 10, "Historic Preservation", contained a map of officially recognized properties located in the City of Auburn. Staff proposes to update and provide this map in the Plan. A proposed and updated map of new properties that had achieved recognition of local or National landmark status is proposed to be included in the proposed Comprehensive Plan. In addition, the table of contents will be changed to reflect the new Volume 8.

Staff provided an overview of Volume 8, Historic Preservation as proposed in the Comprehensive Plan text amendment. The changes modify the policies to be more flexible and add tools. They continue to be permissive in language.

The Commission and staff discussed the format of how historic preservation, or the story of the history, is provided to public as part of the project. Staff explained the various processes and requirements for city and state projects and projects with special funding. The Commission and staff discussed other code that may be triggered by achieving historic preservation status. Staff discussed policy in the downtown area that is permissive and encourages incentives that may be available for land marking but not something that the city can require.

In answer to the question of what medium is required for archival quality historic preservation photography, staff reported that King County's historic preservation staff notes digital format is the current standard. Staff pointed out, that now cell phone photos provide better quality than was provided 10 years ago. Planning Manager Dixon stated that the requirements will depend on the type of resource that exists and what is prominent or important about the resource. Recognizing the merit, age,

significant features and type of the structure as well as historical content, will drive the standards or requirements.

V. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager Dixon discussed the 2018 Comprehensive Plan Amendment docket and timeline for items that have not come before the Commission for review. The Commission has not reviewed P/T #1 through PT #4, the school districts capital facilities plans and the City of Auburn Capital Facility Plan, PT #5. Each of the other items, PT #6 through PT #9 have been reviewed along with CPM #1 to CPM #5.

The next meeting is scheduled for Wednesday, November 7th following the election. Staff stated that the Commission could hold a Special Work Session ahead of the meeting to review amendments that have not been reviewed before the Commission. If other items need further review, they can be included during the work session.

Planning Manager Dixon asked the Commission if they feel comfortable with staff advertising the Public Hearing for November 7, 2018. If the Commission felt they were not able to review all of the items, they could leave the record open and continue the items to the subsequent date of the Planning Commission. The Commission asked staff to notice the public hearing with all items and they will review the school districts, Auburn Capital Facilities Plan and any other items at the work session prior to the public hearing at 7:00 p.m.

Staff confirmed they would notice the Special Work Session (6:00 pm) and public hearing for November 7th (7:00 pm).

Staff does not have an update for the Community Development Report.

VI. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:58 p.m.