	Planning Commission Meeting September 19, 2023 - 7:00 PM Special Meeting - City Hall Council Chambers AGENDA
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I. PUBLIC PARTICIPATION

A. Public Participation Information

The City of Auburn Planning Commission Meeting scheduled for Tuesday, September 19, 2023 at 7:00 p.m. will be held in-person and virtually. To attend the meeting virtually, please click one of the links below, or call into the meeting at one of the phone numbers below:

Join Zoom Meeting

<https://us06web.zoom.us/j/83546586323>

Meeting ID: 835 4658 6323

One tap mobile

+12532158782,,83546586323# US (Tacoma)

+12532050468,,83546586323# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

• 888 475 4499 US Toll-free

• 877 853 5257 US Toll-free

Meeting ID: 835 4658 6323

Find your local number: <https://us06web.zoom.us/j/83546586323>

II. CALL TO ORDER

A. ROLL CALL/ESTABLISHMENT OF QUORUM

B. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Comment from the audience on any proposal for action by the Commission. If the comment is related to an action subsequently listed here as a public hearing, the comment should be provided at the time of the public hearing.

IV. APPROVAL OF MINUTES

A. July 18, 2023 Draft Minutes from the Special Planning Commission Meeting

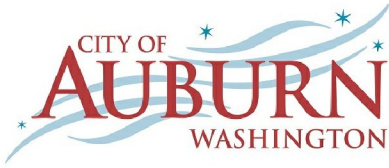
V. OTHER BUSINESS

A. 2024 Comprehensive Plan Framework and Update

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:

July 18, 2023 Draft Minutes from the Special Planning
Commission Meeting

Date:

September 7, 2023

Department:

Community Development

Attachments:

[July 18, 2023 Draft Minutes](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

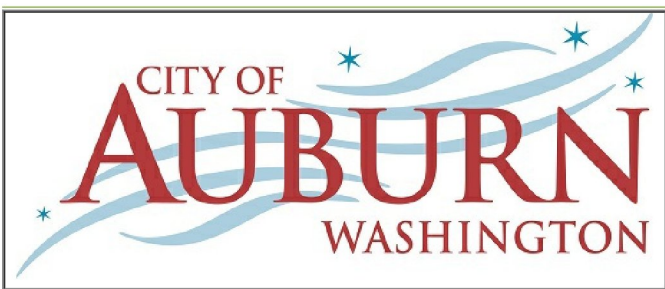
Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

Meeting Date: September 19, 2023

Staff:

Item Number:

	Planning Commission Meeting July 18, 2023 - 7:00 PM Special Meeting - City Hall Council Chambers MINUTES
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I. PUBLIC PARTICIPATION

A. Public Participation Information

The City of Auburn Planning Commission Meeting was held in person and virtually.

II. CALL TO ORDER

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

A. ROLL CALL/ESTABLISHMENT OF QUORUM

Commissioners present: Chair Judi Roland, Vice Chair Phillip Stephens, Hanan Amer, Julie Berry, Kent Sprague, William Stewart, Aaron Vanderpol, and Lynn Walters.

Staff members present: Planning Services Manager Jeff Dixon, Senior Planner Josh Steiner, Senior City Staff Attorney Doug Ruth, and Deputy City Clerk Rebecca Wood-Pollock.

B. PLEDGE OF ALLEGIANCE

Chair Roland led those in attendance in the Pledge of Allegiance.

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MINUTES

A. May 2, 2023 Minutes from the Regular Planning Commission Meeting

Commissioner Sprague moved and Commissioner Amer seconded to approve the May 2, 2023 Planning Commission Meeting Minutes.

MOTION CARRIED UNANIMOUSLY. 8-0

V. OTHER BUSINESS

A. Self-introduction of new and existing Planning Commissioners

The new and existing Planning Commissioners provided self-introductions to other Commission members and staff.

B. Open Public Meeting Act (OPMA) and Public Records Act (PRA) Training Summary

City produced video for periodic training on requirements of State laws.

This item was moved to below item C of this agenda.

Planning Services Manager Dixon shared a video presentation on the Open Public Meetings Act and the Public Records Act, presented by City Clerk Shawn Campbell and City Attorney Kendra Comeau.

The Commission discussed public records requests, quorums, public hearings, and the possibility of obtaining City email addresses.

C. Introductory discussion of 2023 Annual Comprehensive Plan Amendment Docket

See attached Memorandum

Senior Planner Steiner shared a presentation on the Annual Comprehensive Plan Amendments, including City-initiated and private-initiated text and map amendments, Land Use elements, the Bridges Annexation, school district maps, zoning, and the next steps in the process.

The Commission discussed the maps, the Bridges area, different types of zoning, and the Comprehensive Plan Annual Amendments books.

Planning Services Manager Dixon shared the next Planning Commission meeting would be held in September.

VI. ADJOURNMENT

There being no further business to come before the Planning Commission, the meeting was adjourned at 8:03 p.m.

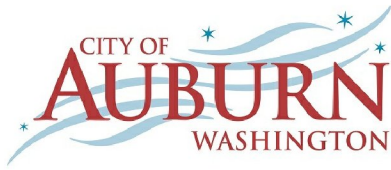
APPROVED this 5th day of September, 2023.

JUDI ROLAND, CHAIR

**Rebecca Wood-Pollock,
Deputy City Clerk**

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AGENDA BILL APPROVAL FORM

Agenda Subject:

2024 Comprehensive Plan Framework and Update

Department:

Community Development

Attachments:

[2024 COMP PLAN MEMO](#)

[2024 COMP PLAN PRESENTATION](#)

Date:

September 7, 2023

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:**

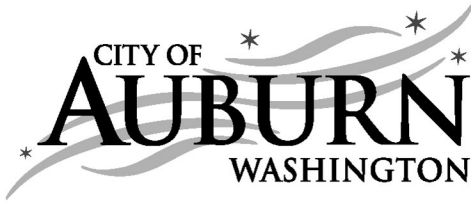
See Attached Memorandum

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

Dixon

Meeting Date: September 19, 2023

Item Number:



Memorandum

To: Judi Roland, Chair, Planning Commission
Planning Commission Members

From: Josh Steiner, Senior Long-Range Planner, Comm. Dev. Dept.
Jeff Dixon, Planning Services Manager, Comm. Dev. Dept.

Date: September 7, 2023

Re: **2024 Comprehensive Plan Framework and Update**

Staff will be presenting on a number of topics related to the 2024 Periodic Comprehensive Plan update process, including land use scenario development, state and regional requirements, middle housing, and the legislative process for Plan adoption in 2024.

Auburn 2024 Comprehensive Plan Periodic Update

Each city and county in Washington state is required to conduct a periodic update of its comprehensive plan and development regulations per RCW 36.70A.130 (The Growth Management Act or GMA). In general, the purpose is to ensure consistency with the Puget Sound Regional Council Vision 2050, the Countywide Planning Policies (for Auburn this means both Pierce and King County), any changes in state laws over the intervening time, and to respond to changing conditions within the local community. Under the GMA, all King County cities, including Auburn are on an 10-year update cycle, with the next comprehensive plan due to be adopted by December 2024. The GMA also defines the “elements” that make up a comprehensive plan. Elements are similar to chapters. Mandatory elements include Land Use, Housing, Capital Facilities, Transportation, Economic Development, Parks & Recreation, and Private Utilities. Each of these elements is required to be fully updated during the 8-year update process. However, other departments will be serving in a lead role for the specific elements that they oversee (e.g. Parks to oversee Park & Recreation element, Public Works to oversee Transportation element).

Land Use Scenario Development

As part of the Land Use Element update, staff are reviewing the adopted Comprehensive Plan Land Use map and the implementing Zoning map. The intent of this review is to propose changes to existing land use and zoning in order to accommodate the required 12,000 new housing units and 19,200 new jobs by 2044. To satisfy these requirements, density changes are necessary at locations throughout the city. City staff, with the assistance of a consultant team, have developed two land use scenarios as a starting point for discussion, and serve as the framework for where and how growth is allocated. To date, these scenarios have been shared at public open houses and outreach events and feedback has been received from members of

the community. Staff will be presenting these two scenarios to Planning Commission so there is awareness of the approaches and to obtain feedback. A final draft of the preliminary preferred alternative is expected by the end of September for use in modelling efforts by City staff in multiple departments, and a further refined draft final preferred alternative expected in December 2023 for incorporation into the Land Use Element.

State and Regional Requirements

Further considerations for the development and update of the comprehensive plan include potential state and regional requirements for the inclusion, and analysis of, housing affordability and adequate land provisions, racially disparate impacts, middle housing implementation, and parking requirements. These topics were either adopted by the Washington State Legislature in 2023 or are being developed by the Department of Commerce or PSRC. Requirements will need to be incorporated into the comprehensive plan, zoning designations, and development regulations. Key legislative bills that are influencing the periodic comprehensive plan:

- [HB 1337](#) – ADU bill with new development requirements
- [HB 1110](#) – Middle Housing bill
- [HB 1181](#) – Climate Element requirement

Middle Housing

Staff will present options under consideration for satisfying the requirements of HB 1110 Middle Housing bill (referenced above). The city is required to allow for middle housing options in all residential zones, including 4 units per lot in citywide and 6 units per lot near major transit stops or if two of the units are classified as affordable. This bill also addresses parking requirements for middle housing development citywide and near major transit stops.

Planning Commission Periodic Comprehensive Plan Legislative Schedule

Draft 2044 Periodic Comprehensive Plan Elements are scheduled to be complete by the end of 2023, and a process to present draft Elements to Planning Commission for feedback, public comment, and recommendation to City Council is expected to occur in Q1/Q2 2024. Staff will present options for Planning Commission to consider how these meetings are scheduled and will provide a preferred staff approach.

Feel free to contact either Josh Steiner, Senior Long-Range Planner at jsteiner@auburnwa.gov or 253-804-5064 or Jeff Dixon, Planning Services Manager, at jdixon@auburnwa.gov or 253-804-5033, with any questions.

CITY DEPARTMENTS

2024 COMPREHENSIVE PLAN FRAMEWORK AND UPDATES

JOSH STEINER, AICP, SENIOR PLANNER

SEPTEMBER 19, 2023

Department of Community Development
Planning • Building • Development Engineering • Permit Center
Economic Development • Community Services • Code Enforcement

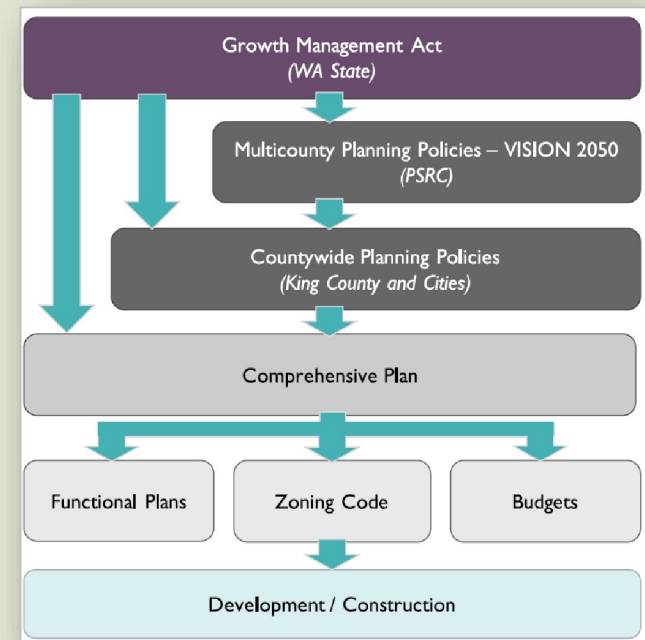
AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

- The Comprehensive Plan must be consistent with:
 - Puget Sound Regional Council (PSRC) Vision 2050
 - Urban Growth Capacity Report (King & Pierce)
 - Countywide Planning Policies (CPP) (King & Pierce)
 - Changes in state laws over the intervening time (Commerce/GMA)
 - Respond to changing conditions within the local community.
- GMA, PSRC, and CPP Requirements drive comprehensive plan update process.
- Coordination with departments on Element and referenced plan updates
- Coordination with Auburn Downtown Plan and HAPI Project



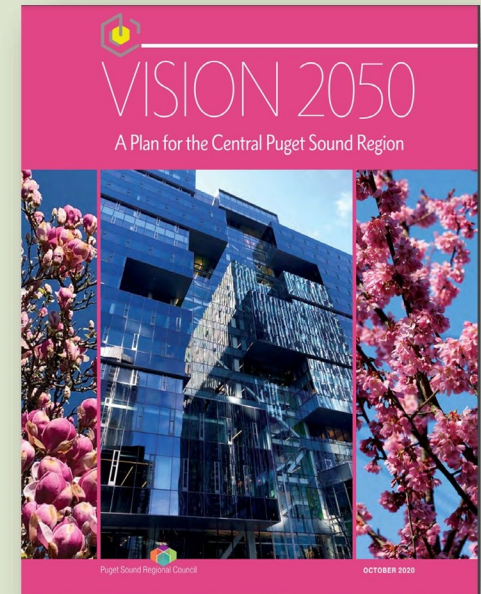
Source: King County GMPC

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Vision 2050

- Multicounty Planning Policy Document created by Puget Sound Regional Council (PSRC) which covers King, Pierce, Snohomish, and Kitsap Counties
- Vision 2050 was adopted in October 2020 and builds from Vision 2040
- Local jurisdictions prepare plans that must be consistent with multicounty and countywide policies
- PSRC certifies countywide planning policies and local plans – important for grant funding
- Vision 2050 notes that region is projected to grow by about **1.6 million people** and **1.1 million jobs** by 2050. Auburn's share of growth is found in Countywide Planning Policies



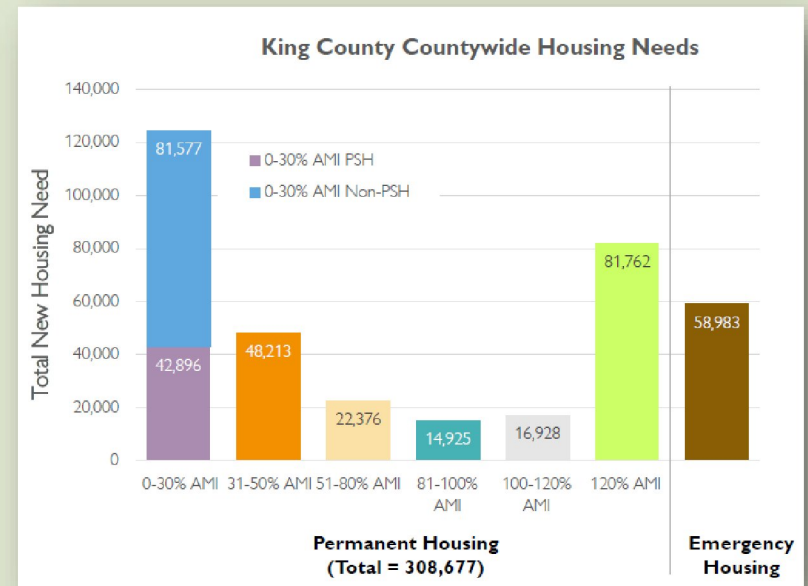
2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purpose and Scope of Comprehensive Plan & Amendments

■ Countywide Planning Policies

- Guidance for the comprehensive plans
- Urban growth area boundary and criteria for revising growth boundary
- Housing unit and employment growth targets (2019-2044)
- Policies for issues of countywide nature
- Covers Environment, Development Patterns, Transportation, Economy, Public Facilities
- Updated to align with Vision 2050 and Regional Centers Framework, GMA changes, and Urban Growth Capacity Study (Buildable Lands Report)

- **KC CPP Identifies 2019-2044 housing targets (12,000 net new residential units, 19,520 net new jobs)**
- **PC CPP (draft, 2022) identifies 2020-2044 housing targets (96 net new residential units, and 0 net new jobs)**



2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Purposed and Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Elements**
 - Core Plan (Community Development)
 - Land Use (Community Development)
 - Housing (Community Development)
 - Historic Preservation (Community Development)
 - Climate Change – NEW (Community Development)
 - Economic Development (Community Development)
 - Capital Facilities (Public Works)
 - Transportation (Public Works)
 - Utilities (Public Works)
 - Parks and Recreation (Parks)



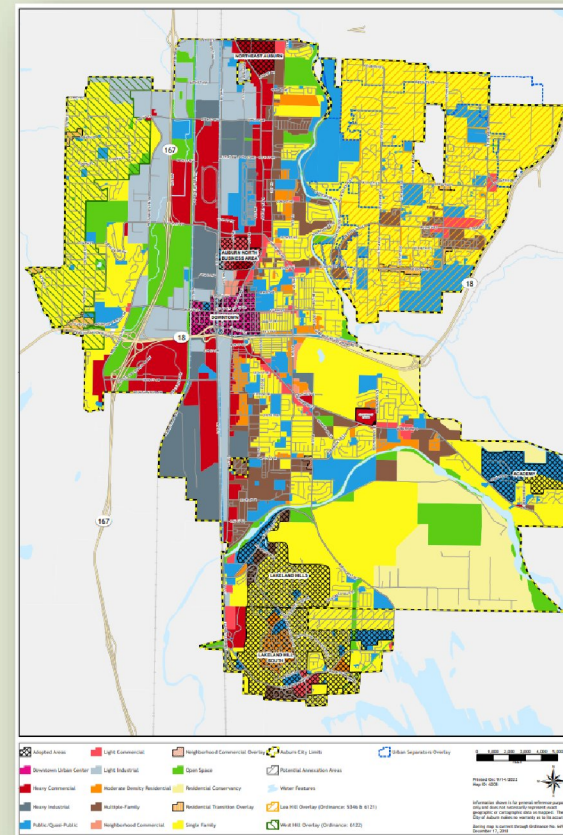
Citywide effort involving all departments coordinating together to create a cohesive, consistent, and forward-thinking Plan covering range of subject areas

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Land Use Changes

Land Use Element

- Overview of role within Comprehensive Plan
 - *Location and boundaries for each land use designation and associated written policies*
 - *Updates to implementing zoning districts*
 - *Provides capacity for accommodating 2044 household and employment targets*
 - *Relationship to Transportation facilities is important*
 - *Land Use and Zoning is used by other departments for modelling purposes – consensus is necessary*



Anticipated Scope of Land Use Changes

- Anticipated Policy and Framework Updates for 2024
 - *Middle Housing accommodations and findings from Housing Action Plan Implementation Project*
 - *Downtown land use updates per Auburn Downtown Plan Update*
- Other Considerations (if needed)
 - *Related Development Regulations will also need to be adopted by December 2024*
 - *2023 State Legislative Session Bills*



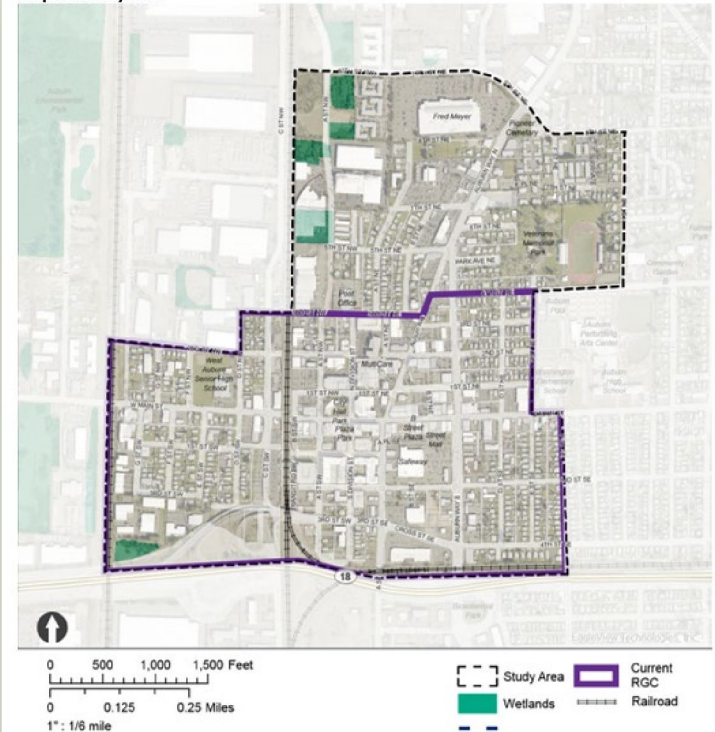
2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Land Use Changes

Auburn Downtown Plan Update

- *Regional Growth Center Designation by PSRC*
- *Downtown Boundaries*
- *Zoning Updates*
 - *Height Increases, Mixed-Use Development, Middle Housing, Live-Work*
- *Will accommodate a large portion of household and employment targets*
- *Non-motorized access*
- *Main Street Corridor*
- *Incorporation into Comprehensive Plan Land Use Map and Zoning Map*

Map 2-1 Study Area



SOURCES: MAKERS (City of Auburn GIS data).

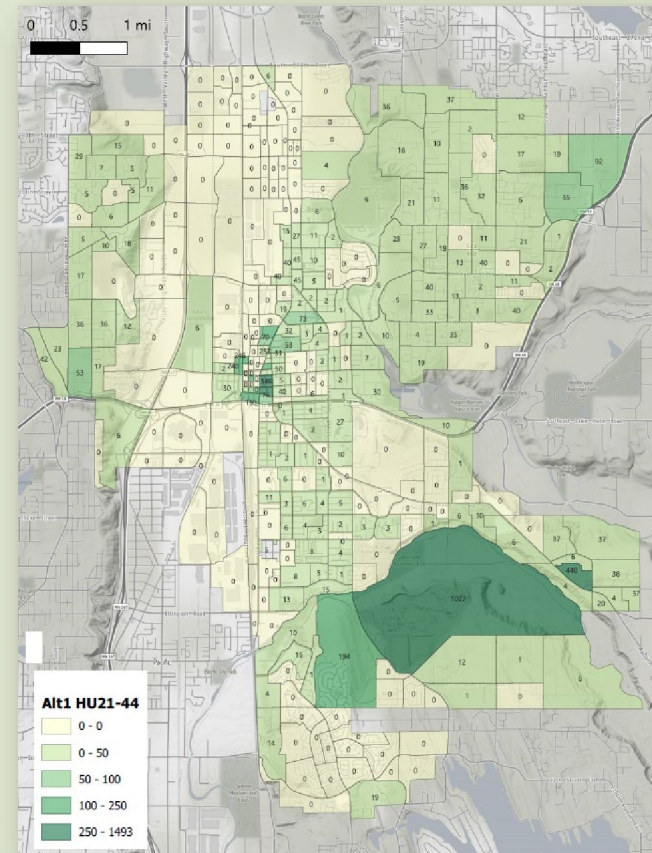
2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Land Use Changes

Comprehensive Plan Land Use Map and Zoning

- ***“2044 No Action” Land Use Scenario***
 - ***No Change to Zoning***
 - ***Reasonably expected growth***
 - ***The ‘Do Nothing’ scenario***
 - ***Used as comparison to Preferred Alternative Land Use scenario***
 - ***Darker green indicates higher net new growth by 2044***

Housing Growth Map to Right



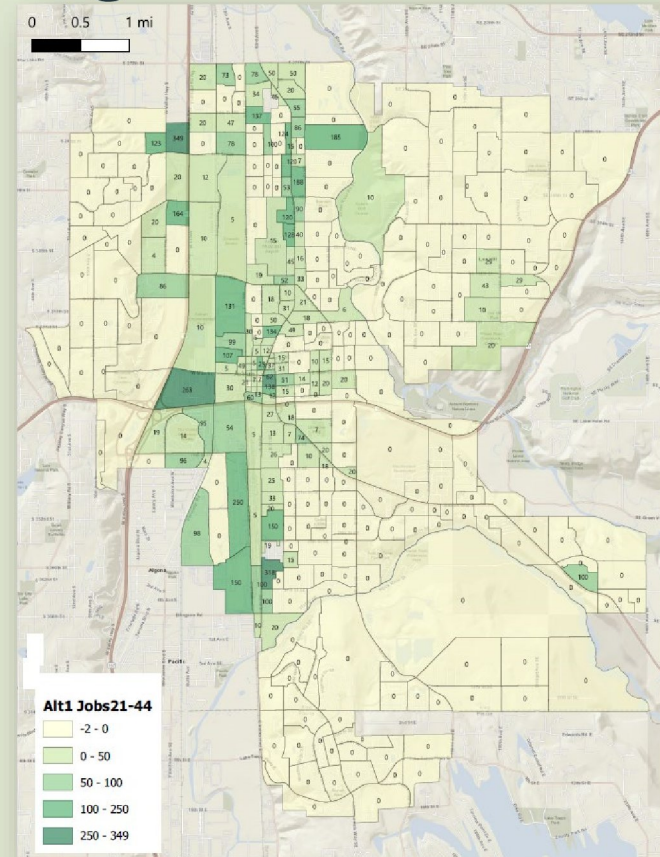
2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Land Use Changes

Comprehensive Plan Land Use Map and Zoning

- ***“2044 No Action” Land Use Scenario***
 - ***No Change to Zoning***
 - ***Reasonably expected growth***
 - ***The ‘Do Nothing’ scenario***
 - ***Used as comparison to Preferred Alternative Land Use scenario***
 - ***Darker green indicates higher net new growth by 2044***

Employment Growth Map to Right

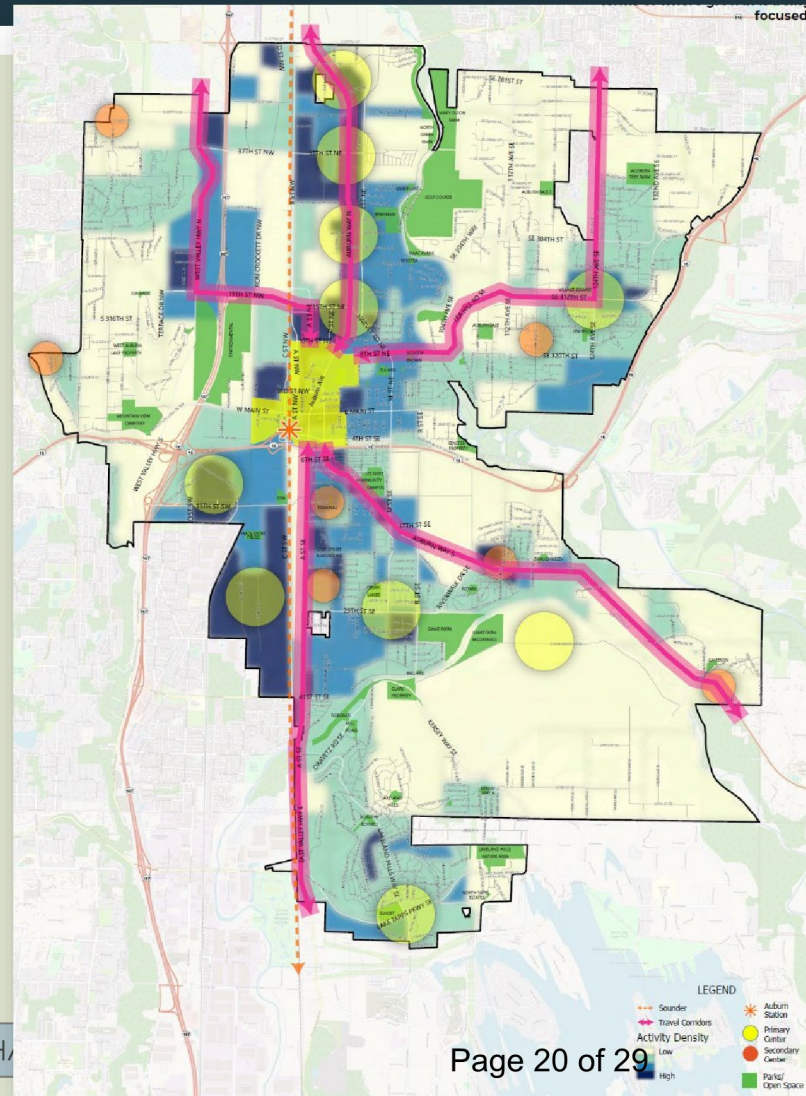


2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Comprehensive Plan Land Use Map and Zoning

Where should 12,000 new housing units and 19,200 new jobs go?

- **Scenario 2.a – Travel Corridors Focus**
 - *Allocate growth primarily on key travel corridors (magenta lines)*
 - *Less emphasis on Centers (yellow and orange circles)*
 - *Downtown the same for scenarios 2.a and 2.b*
 - *Dark blue indicates existing household and employment density*

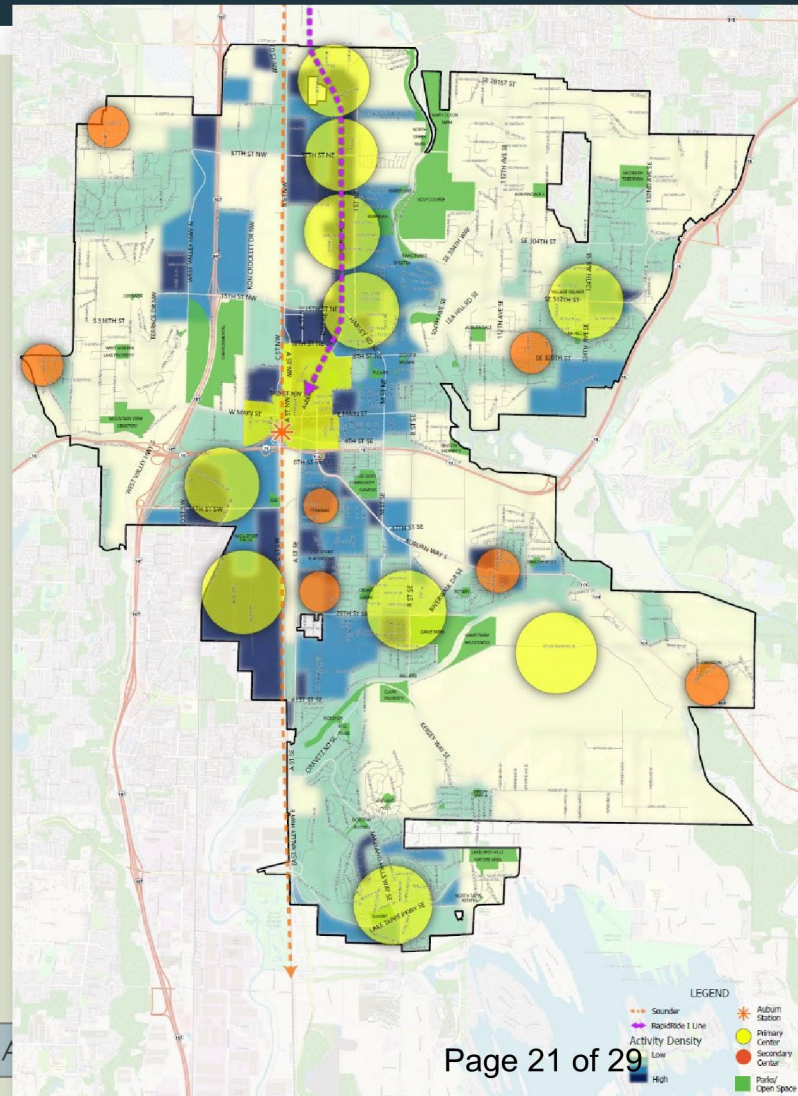


2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Comprehensive Plan Land Use Map and Zoning

Where should 12,000 new housing units and 19,200 new jobs go?

- **Scenario 2.b – Centers Focus**
 - *Allocate growth primarily to Centers (yellow and orange circles)*
 - *Centers are key intersections or neighborhood areas*
 - *Less emphasis on Travel Corridors*
 - *Downtown the same for scenarios 2.a and 2.b*
 - *Dark blue indicates existing household and employment density*

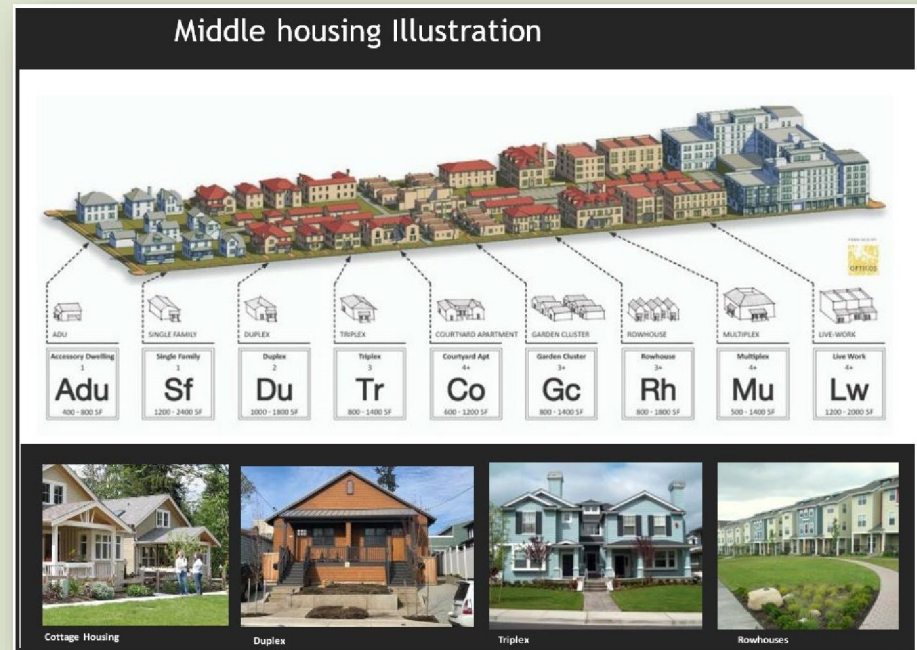


2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Housing and Development Changes

Middle Housing

- Anticipated Policy and Framework Updates for 2024
 - *Housing Action Plan Implementation Project Findings*
 - *Housing Affordability Analysis and Capacity*
 - Updates to comply HB 1110
 - *Requires middle housing in all residential zones except R1.*
 - *Four units per lot*
 - *Six units per lot within ¼ mile of major transit stop or with affordability requirement of two units*
 - *Must allow six of nine types of middle housing*
- Unit Lot Sub-Division
 - *Ownership of land under a single unit*

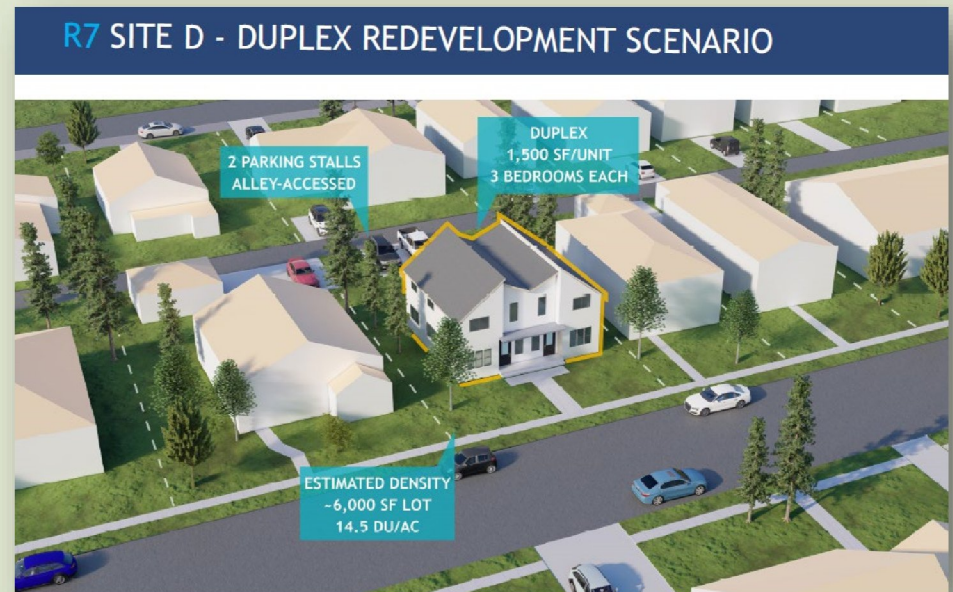


2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

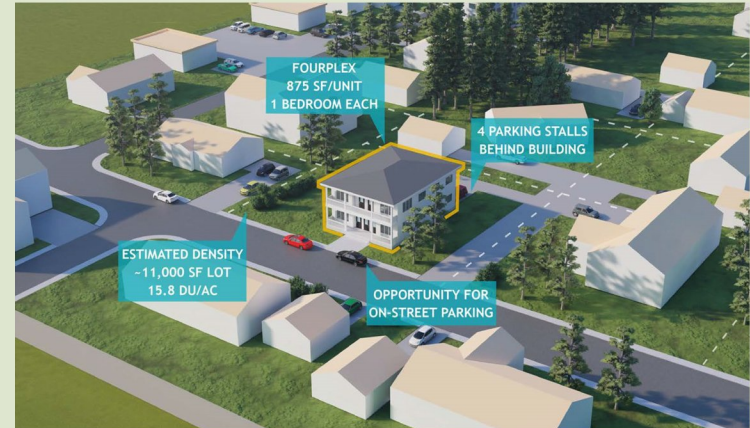
Anticipated Scope of Housing and Development Changes

Types of Middle Housing

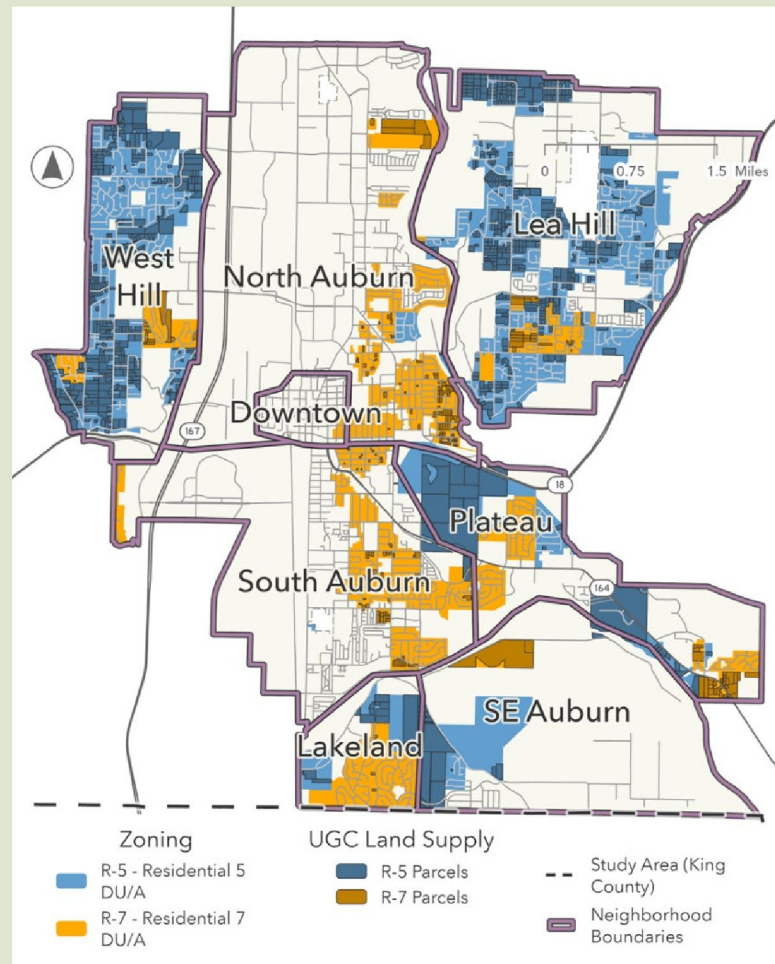
- Buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes
 - *Townhome*
 - *Duplex*
 - *Triplex*
 - *Fourplex*
 - *Fiveplex*
 - *Sixplex*
 - *Stacked Flats*
 - *Courtyard Apartments*
 - *Cottage Housing*



2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

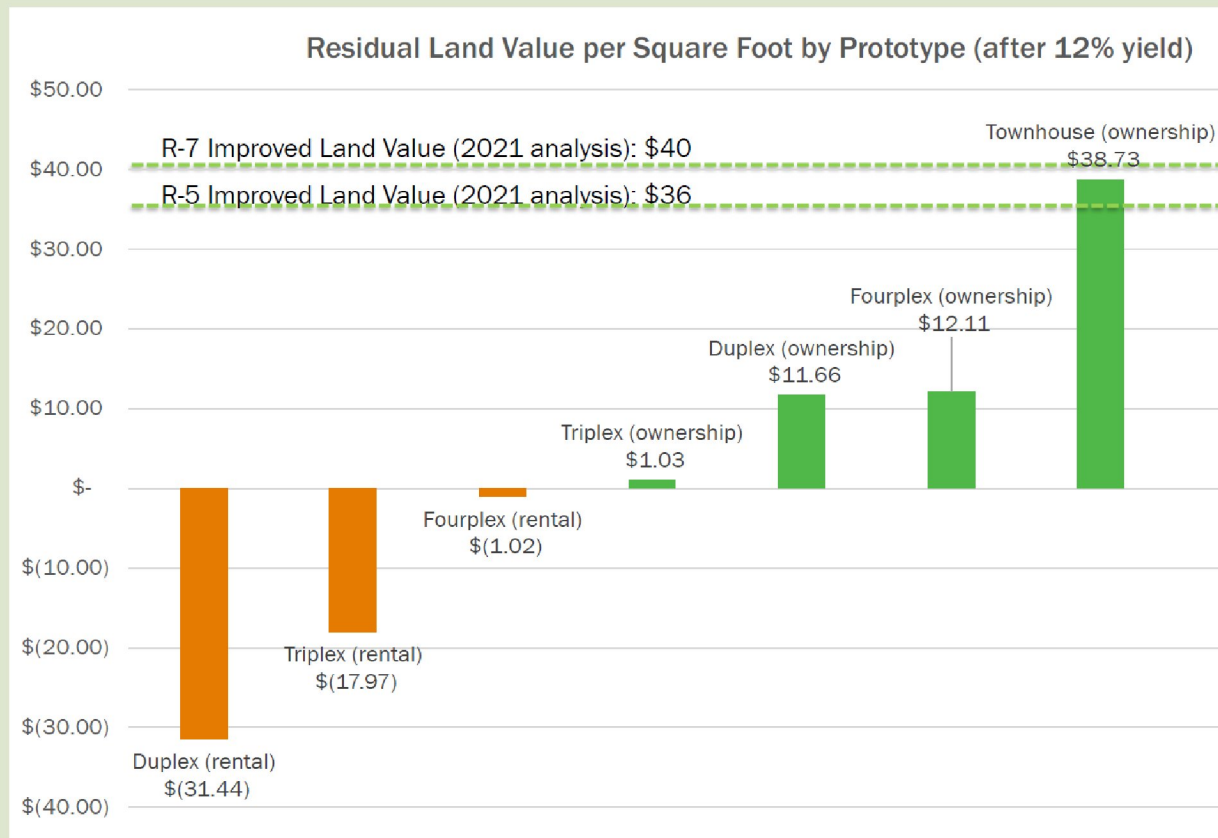


2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE



2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Housing and Development Changes



2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

Anticipated Scope of Housing and Development Changes

Additional Considerations/Conclusions from Housing Action Plan Implementation Project Report

- Infill Development is most likely
- Make reductions to minimum lot size, width, rear setbacks, and parking standards.
- Increase density allowances
- How to allow all middle housing types in R-5 and R-7 zones.
- How should parking standards relate to transit options?
- How do new standards for missing middle interact with existing multifamily standards?
- How would existing architectural and site design standards apply to middle housing types?

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

How would Planning Commission like to review draft Comprehensive Plan?

- Option A (Staff Preferred): Condensed Schedule with 3 mid-week meetings for initial review and workshop, then public hearings and recommendations on individual Elements 3 days later. Planning Commission adopts Comprehensive Plan as a package in May.

TASK	2024											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
60-day Agency Submittal (PSRC, Commerce, King County)		2/1		4/1		PSRC 2nd Review						
Internal Drafts Complete (12/29/23)	Additional Time											
Planning Commission and City Council Meetings/Debrief												
Departments			3/5 Tue	3/6 Wed	3/7 Thurs	3/19 Tue	2-Apr Tue	16-Apr Tue	30-Apr Tue	7-May Tue		
Land Use Element (Planning) - Group A		a									8/12	9/2
Housing Element (Planning) - Group A		a									8/12	9/2
Historic Preservation (Planning) - Group A		a									8/26	9/2
Capital Facilities Element (Planning) - Group C				c							8/26	9/2
Climate Element (Planning) - Group C				c							8/26	9/2
Transportation Element (Transportation) - Group B		b				1	2	3			8/12	9/2
Utilities Element (Water) - Group B		b									8/12	9/2
Utilities Element (Sewer) - Group B		b									8/12	9/2
Utilities Element (Stormwater) - Group B		b									8/12	9/2
Economic Development Element (EcDev) - Group C				c							8/26	9/2
Parks Element (Parks) - Group C				c							8/26	9/2
Development Regulations												
2024 Planning Commission												
Meeting 1 - Presentation for each Element Group												
Meeting 2 - Public Hearing and Deliberation Element Group												
Meeting 3 - Deliberation and Action on Element Group												
Meeting 4 - Action on Comprehensive Plan Package (all Elements)												
20 minute presentation with additional time for Q+A												
Each department is responsible for developing own presentation - Planning will provide template												
Public hearing to occur at beginning of each meeting with presentations to follow												
Meetings will occur back-to-back (two week separation)												
May be able to close Public Hearing and take action at same meeting (Meeting 2)												
2024 City Council												
Meeting 1 - Presentation of PC Recommendation for each Element Group												
Meeting 2 - Action on Comprehensive Plan Package (all Elements)												

2024 PERIODIC COMPREHENSIVE PLAN FRAMEWORK AND UPDATE

How would Planning Commission like to review draft Comprehensive Plan?

- Alternative A: Process of introducing Element, Public Hearing of another Element, and Deliberation and Action on a different Element (3 separate Elements) on one night and spread out through June.

TASK	2024											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
60-day Agency Submittal (PSRC, Commerce, King County)		2/1		4/1		PSRC 2nd Review						
Internal Drafts Complete (12/29/23)	Additional Time											
Planning Commission and City Council Meetings/Debrief												
Departments												
Land Use Element (Planning) - Group A		a	3/5	3/19	4/2		6/3		8/12		9/2	
Housing Element (Planning) - Group A		a	3/5	3/19	4/2		6/3		8/12		9/2	
Historic Preservation (Planning) - Group D				d		4/30	5/7	5/21			8/26	9/2
Capital Facilities Element (Planning) - Group D				d		4/30	5/7	5/21			8/26	9/2
Climate Element (Planning) - Group C			c	4/2	4/16	4/30		6/3		8/26	9/2	
Transportation Element (Transportation) - Group B		b	3/19	4/2	4/16			6/3	8/12		9/2	
Utilities Element (Water) - Group B		b	3/19	4/2	4/16			6/3	8/12		9/2	
Utilities Element (Sewer) - Group B		b	3/19	4/2	4/16			6/3	8/12		9/2	
Utilities Element (Stormwater) - Group B		b	3/19	4/2	4/16			6/3	8/12		9/2	
Economic Development Element (EcDev) - Group D				d		4/30	5/7	5/21		8/26	9/2	
Parks Element (Parks) - Group C			c	4/2	4/16	4/30		6/3		8/26	9/2	
2024 Planning Commission												
Meeting 1 - Presentation for each Element Group												
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