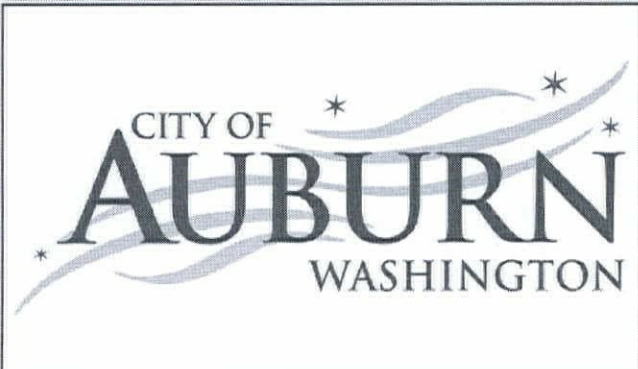


	City Council Study Session Muni Services SFA August 28, 2017 - 5:30 PM Council Chambers - City Hall AGENDA Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

Deputy Mayor Largo Wales called the meeting to order at 5:32 p.m. in the Council Chambers of Auburn City Hall located at 25 West Main Street, Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, John Holman, and Yolanda Trout-Manuel. Councilmember Rich Wagner arrived at 7:23 p.m. during discussion of Community Meetings and Quorums. Councilmember Peloza was excused.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Daniel B. Heid, Police Chief Bob Lee, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Innovation and Technology Assistant Director Ashley Riggs, Parks, Arts and Recreation Director Daryl Faber, Finance Director Shelley Coleman, Assistant Director of Community Development Services Jeff Tate, Director of Administration Dana Hinman, Economic Development Manager Doug Lein, Development Services Manager Jason Krum, Planning Services Manager Jeff Dixon, and Deputy City Clerk Shawn Campbell.

II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

There was no announcement, report or presentation.

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Residential/Commercial Development Overview (30 Minutes) (Snyder)

Assistant Director of Community Development Services Tate, Planning Services Manager Dixon, and Development Services Manager/Building Official Krum provided a presentation on the various types of development processes and activities.

Staff members reviewed the following development review processes for:

- Subdividing land

- Building a home within a subdivision
- Building a home outside a subdivision
- New commercial construction
- Commercial tenant improvements

Within each of the five subject areas listed above, staff reviewed:

- Permit/plan review timeframes
- Overall development timeframes (design review, city review and construction)
- Disciplines involved in the various projects (planning, fire, traffic engineering, etc)
- Reference books associated with development review (city codes, engineering standards)
- Examples of plan sets and the information that is included
- Fees that customers pay
- Customer service dilemmas that the City faces when balancing the short term needs of the applicant with the long term needs of the property tax payer and the utility rate payer
- Other agency involvement

Planning Services Manager Dixon reviewed short plats and long plat subdivisions. Short plats are developments of nine or less lots; long plats are ten or more lots. The long plats comprise the majority of single family residential development. Manager Dixon reviewed the preliminary plat and final plat processes.

Development Services Manager Krum reviewed the review process, reference documents, and timelines for building a home within a subdivision and building a home outside a subdivision, and commercial tenant improvement.

Manager Dixon reviewed the development process for a new commercial construction.

Assistant Director Tate reviewed typical customer service dilemmas and considerations throughout the development/construction process.

B. Veterans and Human Services Levy Funds

Finance Director Shelley Coleman stated the Veterans and Human Services Levy by King County will levy \$0.10 per \$1,000 assessed valuation over the next six years. Approximately \$60 million will be generated annually.

Some of the organizations in Auburn that will receive funding from the levy include: YWCA, Children's Home Society, Spiritfest, King County Library in Auburn, White River Garden, HealthPointe, Green River College, Valley Cities, and Terry Home II.

C. Community Meetings and Quorums

Deputy Mayor Wales asked for clarification on Council quorums. She asked whether a Council meeting needs to be noticed when there is a quorum of the Council at a community meeting such as Sound Cities or a community picnic or the Santa parade.

City Attorney Heid stated that when it's someone else's meeting and the Council is not there to discuss or transact the business of the City, the City does not need to notice the meeting.

City Attorney Heid stated if a quorum (four or more) of the Council is present and discussion moves to discussion of city business or issues, a potential meeting has taken place.

City Attorney Heid stated that when Councilmembers are at a social gathering where City business is not intended to be discussed, there is no meeting of the Council.

Mayor Backus stated the intent of the community picnic is for a group discussion. Discussion is supposed to be among the whole group, and that is why Councilmembers have been asked to sign up in advance so that a quorum can be avoided or the meeting noticed.

D. Use of City Facilities

Deputy Mayor Wales stated that until recently the Riverwalk Homeowners Association had held their meetings in the Council Chambers or conference rooms, but was recently been prevented from using City Hall rooms.

Councilmember Baggett stated his Homeowners Association had been able to use City Hall meeting rooms in the evening for their meetings, but was told that the meeting rooms would not be available for use by the Homeowners Association due to risk of damage to city facilities.

City Attorney Heid stated that unlike Parks and Recreation rental facilities, City Hall spaces have no City staff for after-hours use to ensure security of the facilities. Also, if the facility is open to one group, it must be open to all to ensure there is no violation of the First Amendment.

Director Hinman stated the City Hall building is designed for city related business and other legislative groups that meet during the normal work day.

E. Transportation and Parks Mitigation Funds (20 Minutes) (Coleman)

Finance Director Shelley Coleman reviewed impact and mitigation fees.

Finance Director Coleman explained impact fees must be used to construct capital facilities for impacts directly related to development. The

facilities must be included in the Capital Facilities Plan and the impact fee funds must be expended or appropriated within ten years of receiving them. They cannot be used for existing deficiencies.

Mitigation fees are based on a voluntary agreement with a developer and are often an outcome of the SEPA process and must be spent within five years.

There was brief discussion related to impacts directly related to growth and use of park impact fees.

There was also discussion regarding safety improvements to City parks.

IV. MUNICIPAL SERVICES DISCUSSION ITEMS

Councilmember Bob Baggett, vice chair of the Municipal Service Special Focus Area, presided over the meeting during discussion of the Special Focus Area items.

A. Pioneer Cemetery Master Plan (20 Minutes) (Faber)

Discussion of the Pioneer Cemetery Master Plan was conducted immediately following Item III.A, Residential/Commercial Development Overview.

Parks, Arts and Recreation Director Faber, Museum Director Patricia Cosgrove, and Bob Hoshide of Hoshide Wanzer Architects presented the Pioneer Cemetery Master Plan.

The City of Auburn entered into a contract with Hoshide Wanzer Architects to develop the Auburn Pioneer Cemetery Master Plan. Funding for the plan was through an appropriation from King County to 4Culture and the City of Auburn.

Components of the plan include: inventory of existing conditions, care of grave and markers, assessment of available plots, concept plan, and preliminary cost estimate of possible improvements.

Museum Director Cosgrove reported the cemetery became City-owned in 1962. The cemetery is located at Auburn Way North and 8th Street NE. The cemetery was nominated as a city landmark through a King County interlocal agreement. As a designated landmark, the cemetery is eligible for preservation grants.

Mr. Hoshide of Hoshide Wanzer Architects reviewed the components of the study/plan and the recommendations for achieving the goals for the preservation of the cemetery.

Members of the steering committee, Charles Natsuhara, representing the White River Buddhist Temple, and Calvin Terrada, representing the Seattle Buddhist Temple, were present and spoke about the condition of

the cemetery and the need to preserve the existing historical markers.

Director Faber stated the projected budget for improvements to the cemetery is \$156,000 and includes hardscape and parking, interpretive signs and gathering area, preservation of historic markers, and landscape improvements. Sources of outside support include: individual gifts from families and Buddhist community members, 4Culture Preservation Program, Washington State Cemetery Preservation Program, and Washington Trust for Historic Preservation.

At 6:56 p.m. Deputy Mayor Wales recessed the meeting for approximately nine minutes. The meeting was reconvened at 7:06 p.m.

B. District Court Briefing Follow-up (15 Minutes) (Roscoe)

Human Resources and Risk Management Director Roscoe updated the Council on the District Court Briefing. He reported King County is primarily focused on establishing community courts. King County offers veterans court every Thursday in Seattle. The County is not interested in expanding veterans court to the regional locations.

C. Police Calls for Mental Health Issues (10 Minutes) (Lee)

Update on police calls for mental health issues.

This item was postponed until the October 23, 2017 Municipal Services Special Focus Area meeting.

D. Shopping Cart Process and Ordinance Review (15 Minutes) (Snyder)

This item was postponed until the October 23, 2017 Municipal Services Special Focus Area meeting.

V. OTHER DISCUSSION ITEMS

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix

The items postponed from this meeting (Police Calls for Mental Health Issues and Shopping Cart Process and Ordinance Review) will be scheduled for the October 23, 2017 Municipal Services Special Focus Area Study Session meeting.

VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:05 p.m.

APPROVED this 22nd day of January, 2017

Bill Peloya
BILL PELOZA, DEPUTY MAYOR

Shawn Campbell
Shawn Campbell, City Clerk

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.