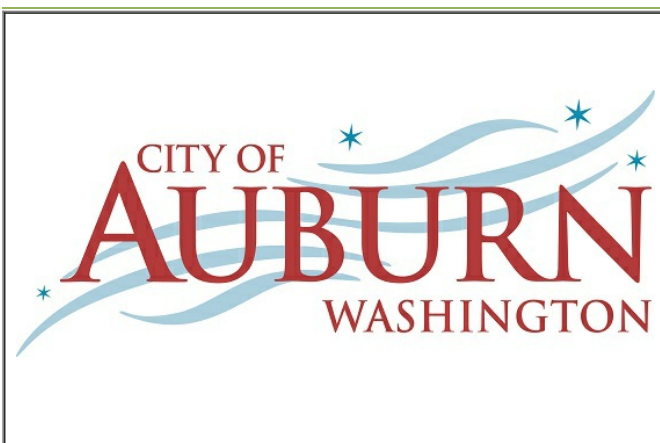


	City Council Study Session Finance, Technology and Economic Development Special Focus Area August 9, 2021 - 5:30 PM City Hall Council Chambers and Virtual AGENDA Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

II. PUBLIC PARTICIPATION

A. Public Participation

The Auburn City Council Meeting scheduled for Monday, August 9, 2021 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

Zoom: <https://us06web.zoom.us/j/82462366568>

The public can also view the meeting on YouTube:
<https://www.youtube.com/user/watchauburn/live/?nomobile=1>

To join the meeting by phone, please use the below call-in information:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 824 6236 6568

B. Roll Call

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Waste Management Contract Implementation (Thomas)(30 Minutes)

B. Ordinance No. 6828 (Tate)(15 Minutes)

An Ordinance relating to the regulation of portable signs, and amending sections 18.29.060, 18.29.070, 18.56.030 of the Auburn City Code and various sections of the Downtown Urban Center design standards

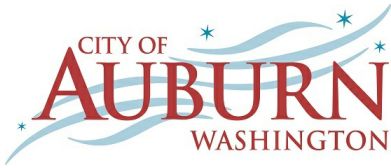
IV. FINANCE, TECHNOLOGY AND ECONOMIC DEVELOPMENT DISCUSSION ITEMS

V. OTHER DISCUSSION ITEMS

VI. NEW BUSINESS

VII. ADJOURNMENT

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.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Waste Management Contract Implementation (Thomas)(30 Minutes)

Date:

August 4, 2021

Department:

Finance

Attachments:

No Attachments Available

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The City of Auburn's solid waste contract with Waste Management and franchise agreement with Republic Services both expire September 30, 2021. The City conducted a request for proposal (RFP) process to competitively procure the next solid waste contract and Waste Management was the highest scoring proponent. The City entered into a new contract with Waste Management that will be effective October 1, 2021 and encompass the entire City. This presentation is a summary of the implementation efforts that are underway in preparation for the contract switch over on October 1, 2021.

Reviewed by Council Committees:

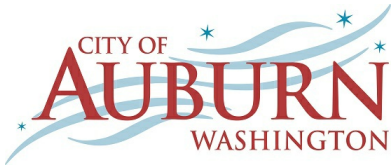
Councilmember: Baggett

Staff:

Thomas

Meeting Date: August 9, 2021

Item Number:



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6828 (Tate)(15 Minutes)

Date:

August 2, 2021

Department:

Community Development

Attachments:

[Ordinance No. 6828](#)

[Portable Sign Standards Text Amendments](#)

[DUC Portable Sign Design Standards Text](#)

[Amendments](#)

[Portable Sign Code Update Presentation](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background for Motion:**Background Summary:**

Previously temporary signs, which also included portable signs, were allowed throughout the City – including the Downtown Urban Center zoning district. However, the temporary sign provision that allowed portable signs throughout the City sunsetted in 2016 and portable signs are now prohibited everywhere except the DUC zone (and except for real estate signs). Prior to the sunsetting of the code, the City had a no fee sign permit for temporary signs. The purpose of the no fee sign permit was to ensure a signs compliance with City code. After the temporary sign provisions of that allowed portable signs throughout the City sunsetted, the no fee sign permit for temporary signs ended as well. Portable signs, however, are still allowed in the DUC zoning district because Chapter 18.29 ACC “DUC Downtown Urban Center”, still contains provisions for portable signs. Since 2016 there has been a increase in noncompliant portable signs. This includes being noncompliant in the number, placement, and size of signs. The proposed text amendment is intended to clarify, improve, and reinforce the existing portable sign standards, provide new portable sign design standards, and address some challenges with portable signs that have occurred over the years.

Reviewed by Council Committees:

Councilmember: Stearns

Staff:

Tate

Meeting Date: August 9, 2021

Item Number:

ORDINANCE NO. 6828

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, RELATING TO THE
REGULATION OF PORTABLE SIGNS, AND AMENDING
SECTIONS 18.29.060, 18.29.070, 18.56.030 OF THE AUBURN
CITY CODE AND VARIOUS SECTIONS OF THE
DOWNTOWN URBAN CENTER DESIGN STANDARDS

WHEREAS, temporary signs, including portable signs, are prohibited throughout the City except for certain locations including the Downtown Urban Center (DUC); and

WHEREAS, portable signs are permitted in the DUC zoning district, subject to the regulations contained in ACC 18.29.060(I)(4) and the DUC design standards; and

WHEREAS, Auburn has experienced challenges with portable signs and wishes to address these challenges by clarifying, improving, and reinforcing the portable sign standards; and

WHEREAS, until such time City Council adopts a fee, portable signs will require a sign permit for no fee; and

WHEREAS, pursuant to RCW 36.70A the proposed code language contained herein was transmitted to the Washington State Department of Commerce, which performed an expedited agency review. The state agency comment period expired on July 6, 2021 and the City did not receive any agency comments; and

WHEREAS, the code amendments were reviewed according to the process established by the Washington State Environmental Policy Act (SEPA), a Determination of Non-Significance (DNS) was issued on June 24, 2021, and the City observed a fourteen-day public comment period; and

WHEREAS, the Planning Commission reviewed the proposed amendments and considered the effect of the changes on public and private property owners at its June 8, 2021 meeting; and

WHEREAS, on July 20, 2021 the Planning Commission held a public hearing, after receiving no public comment letters regarding the proposed amendments, and afterwards forwarded a recommendation for approval to the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. **Amendment to City Code.** Sections 18.29.060, 18.29.070, and 18.56.030 of the Auburn City Code are amended to read as shown in Exhibit A.

Section 2. **Amendment to City Code.** Section fivee of the Downtown Urban Center Design Standards is amended to read as shown in Exhibit B.

Section 3. **Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 4. **Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 5. **Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Kendra Comeau, City Attorney

Published: _____

EXHIBIT A

Chapter 18.29

DUC DOWNTOWN URBAN CENTER DISTRICT

18.29.060 Development standards.

I. *Signs*. The design of all signs shall be in conformance with the design standards referenced in ACC 18.29.070. Allowable types, numbers and sizes of signs shall be as follows:

1. Freestanding: not allowed, except for monument signs as described within the “Downtown Auburn Design Standards”; no more than one per street frontage; maximum size: 64 square feet, calculated at a rate of one square foot of sign area per lineal foot of site frontage; minimum entitlement shall be 32 square feet; maximum height: five feet.
2. Wall signs: maximum area of 150 square feet per building facade, calculated at a rate of one square foot of sign area for every lineal foot of facade; minimum entitlement shall be 16 square feet.
3. Suspended signs attached under a marquee or canopy: one double-faced sign, no greater than three square feet per face allowed for each building entrance; minimum clearance above grade: eight feet.
4. Portable Signs. ~~One portable sign~~ may be allowed for each business entrance, ~~not to exceed one portable sign per building frontage business~~, subject to the following:
 - a. ~~Signs may be placed within the public right-of-way, within 12 feet of a business entrance,~~ subject to the guidelines provided by the director in consultation with the city engineer such that sign placement does not interfere with pedestrian or vehicular traffic, does not create a sight hazard, and conforms to the requirements of the Americans with Disabilities Act. Additional portable signage may be authorized in order to support downtown events that are permitted or sanctioned by the City.
 - b. The sign shall be in accordance with the provisions of ACC 18.56.030(L).
 - ~~bc. The sign area cannot exceed 36 inches in height and 32 inches in width,~~
and be limited to two faces.
 - d. Portable signs are not permitted to be affixed to City infrastructure located within the right-of-way (e.g. street lights, fire hydrants, public art). This includes a prohibition of chaining or otherwise securing portable signs to such infrastructure.

d. ~~Must be constructed of either wood or another sturdy material to ensure stability in the wind.~~

e. ~~May not move, spin, flash, or otherwise be animated.~~

ee. ~~Signs m~~May only be displayed during business hours and shall not be displayed when the business is closed.

f. No landscaping may be covered, cut, damaged, or modified to accommodate a portable sign. The City may require replacement of any damaged landscaping pursuant to Chapter 18.50 ACC.

g. All portable signs shall have the permit number affixed to the back of the sign.

18.29.070 Design standards.

Adopted by reference are the "Downtown Auburn Design Standards" and the "Auburn Junction Design Standards," a copy of which shall be maintained by the city clerk. These documents contain standards for development of the built environment in the DUC zone. The director shall have the authority to apply the standards to specific development proposals. These standards may be amended upon approval by the community development director city council. (Ord. 6532 § 29, 2014; Ord. 6419 § 2, 2012; Ord. 6287 § 2, 2010; Ord. 6190 § 1, 2008; Ord. 6071 § 6 (Exh. A), 2007.)

Chapter 18.56

SIGNS

18.56.030 General provisions, all districts.

I. *Prohibited Signs*. From and after the effective date of the ordinance codified in this chapter it shall be unlawful for any person to erect or place within the city, except as otherwise authorized:

1. A swinging projecting sign;
2. Portable signs, except as permitted by ACC [18.56.025](#) (Real estate signs) ~~and~~, [18.56.040\(E\)](#) (C-2 Zoning District), and ACC [18.29.060\(I\)](#) (DUC);
3. Banners, pennants, ribbons, streamers, spinners, rotating or blinking lights, strings of lights, or similar devices, except as permitted by subsection [B](#) of this section (Temporary Signs);
4. Flashing signs, except as permitted in subsection [D](#) of this section (Sign Lighting Provisions);
5. Changing message center signs, except as allowed in the I, P-1, C-1, C-2, C-3, M-1 and M-2 zones;
6. Signs attached to, or placed on, a vehicle or trailer parked on private or public property that is not associated with the business advertised on said sign(s). This provision is not to be construed as prohibiting the identification of a firm or its principal products on a vehicle used in the normal course of business. This does not include automobile for sale signs or signs attached to franchised buses or taxis;
7. Private signs placed in or on a public right-of-way, except for as expressly permitted by this chapter;
8. Any sign which constitutes a traffic hazard or detriment to traffic safety by reason of its size, location, movement, coloring, or method of illumination, or by obstructing the vision of drivers, or detracting from the visibility of any official traffic control device by diverting or tending to divert the attention of drivers of moving vehicles from traffic movement on streets, roads, intersections, or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians by glare or method of illumination or constitutes a hazard to traffic. No sign may use words, phrases, symbols or characters in such a manner as to interfere with, mislead, or confuse traffic;
9. Any sign or advertising structure or supporting structure that is torn, damaged, defaced or destroyed;

-
10. Signs attached to poles installed by governmental agencies, utility poles, trees, rocks or other natural features;
 11. Signs attached to benches, garbage cans, or other street furniture located within the public right-of-way;
 12. Rotating signs;
 13. Billboards;
 14. Any sign which does not structurally or materially conform to the requirements of the city's adopted International Building Code.

EXHIBIT B

Downtown Urban Center

City of Auburn Design Standards

ADOPTED 2/12/07;
AMENDED 4/14/08, 06/9/08, 06/16/09, 05/24/10,
2/21/17, 2/21/17;
REVISION EFFECTIVE 03/01/2017

TABLE OF CONTENTS

I. Definitions/Architectural Terms

II. Guidelines Applicable to **All Development**

Site Design	Parking Lots and Garages --Screening and Landscaping --Pedestrian Connections --Width / Spacing of Driveways Shielded Lighting Screening Service Areas Public Plazas
--------------------	--

Building Design	Entrances Ground Level Details Base / Middle / Top Upper Level Setbacks Treating Blank Walls Use of Neon Parking Structures Screening Rooftop Equipment Energy Efficiency
------------------------	---

Sign Design	Integration with Architecture Creativity Landmark Signs Ground Signs <u>Portable Signs</u>
--------------------	--

III. Guidelines Applicable to **Pedestrian Streets**

Site Design	Limitation on Driveways Location of Parking Location of Drive-Through Lanes
--------------------	---

Building Design	Land Use Mix Proximity to Sidewalk Ground Level Transparency Weather Protection
------------------------	--

Sign Design	Pedestrian Orientation
--------------------	------------------------

facilities are not damaged by other activity on the roof.

- C. The applicant shall install an outdoor speaker system and AM receiver, to receive the City's Main Street radio signal, on any new commercial structure within the Downtown Urban Center zone. The property owner and/or building owner shall be responsible for the outdoor speaker system and any repairs or maintenance.
- D. Utility equipment such as power and gas meters shall be painted to match the structure.
- E. Private utility cabinets (e.g. Comcast, PSE) shall be screened with landscaping where feasible.

GUIDELINES APPLICABLE TO ALL DEVELOPMENT IN DOWNTOWN

Sign Design

1. LANDMARK SIGNS

Intent: preserve the unique character of the downtown

- A. Retain existing historic signs (as determined by the City) that feature the character of the area, wherever possible.



2. INTEGRATION WITH ARCHITECTURE

Intent: ensure that signage is a part of the overall design of a project and not additive or an afterthought

- A. The design plans for buildings and sites shall identify locations and sizes for future signs. As tenants install signs, such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development. The sign program shall indicate location, size, and general design.
- B. New signs shall not project above the roof, parapet or exterior wall unless part of an integral architectural feature. Signs mounted on a roof are not allowed.

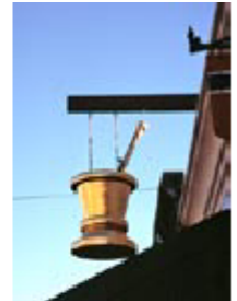


3. CREATIVITY

Intent: encourage interesting, creative and unique approaches to the design of signage

A. Signs should be highly graphic in form, expressive and individualized. Signs should convey the product or service offered by the business in a bold, graphic form

B. If a projecting sign is designed by a graphic design professional and includes a non-verbal, three-dimensional symbol that succinctly conveys the nature of the business and constitutes a dominant proportion of the overall design, the sign may be allowed to exceed the maximum area otherwise allowed by 50%.



4. GROUND SIGNS

Intent: ensure that signs are not principally oriented to automobile traffic

A. All freestanding signs shall be ground (monument) signs no higher than five (5) feet. Pole signs are prohibited.

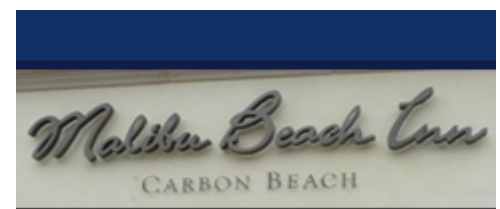
B. The area around the base of any ground sign shall be planted with shrubs and seasonal flowers.

C. Backlit signs are permitted if the sign meets all other standards for signage in this document and Chapter 18.29.

D. Internally-lit signs are permitted when located adjacent and oriented to Auburn Way North/Auburn Way South street frontages and only with electronic message center signs in accordance with Auburn City Code Chapter 18.56 Signs. If an internally lit sign is utilized, the sign shall also conform to all other applicable standards for changing message center signs as described in this same chapter.

E. Boxed cabinet signs are prohibited in the Downtown Urban Center zone.

F. Outlined cabinet signs are permitted only if the sign meets all other standards for signage in this document and Chapter 18.29.



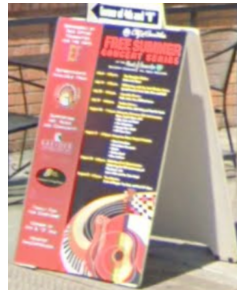
5. PORTABLE SIGN DESIGN STANDARDS***Intent: to encourage finished appearance of portable signs***

A. Portable signage in the Downtown Urban Center should contribute to the downtown's designation as a vibrant and pedestrian-oriented zone in the City. Signs should be designed with the purpose of promoting nearby services and goods and street activity, and contribute to a lively street aesthetic.

B. Signs must be professionally manufactured of durable materials. Sign copy shall be framed, board-mounted, or plastic laminated for a finished appearance. Chalkboard style A-frame signs and menu boards are permitted, provided text and graphics are tasteful.

C. Signs should convey the product or service offered with a highly graphic, expressive, and individualized design.

D. Sign may not include lighting, attachment, animations or move, spin, and/or flash.



PLANNING SERVICES
PORTABLE SIGN CODE UPDATE

CITY COUNCIL
STUDY SESSION
AUGUST 9, 2021
ALEXANDRIA D. TEAGUE, AICP

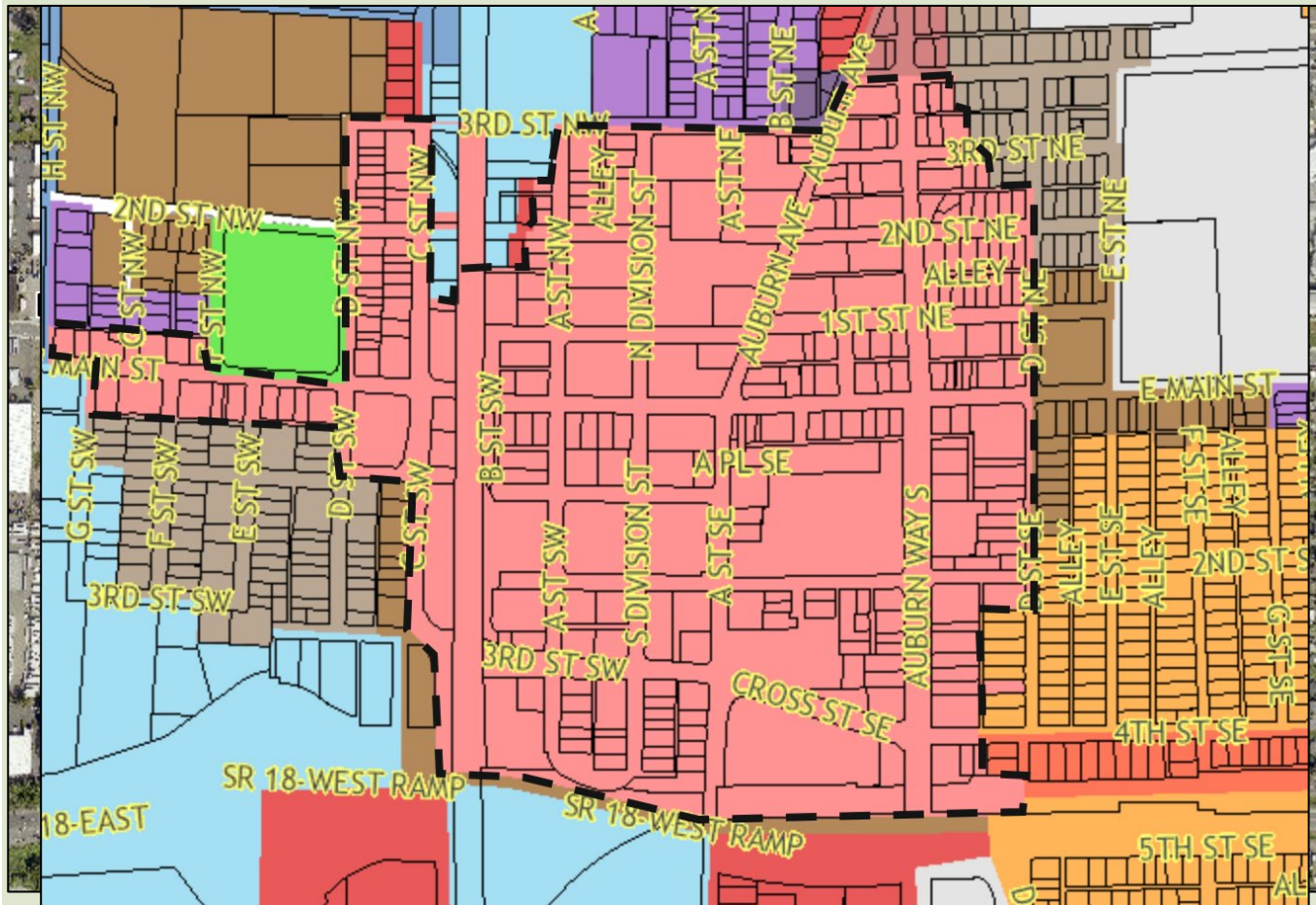
Department of Community Development
Planning • Building • Development Engineering • Permit Center
Sustainability • Community Services • Code Enforcement

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AUBURN
VALUES

S E R V I C E
ENVIRONMENT
E C O N O M Y
CHARACTER
SUSTAINABILITY
W E L L N E S S
CELEBRATION

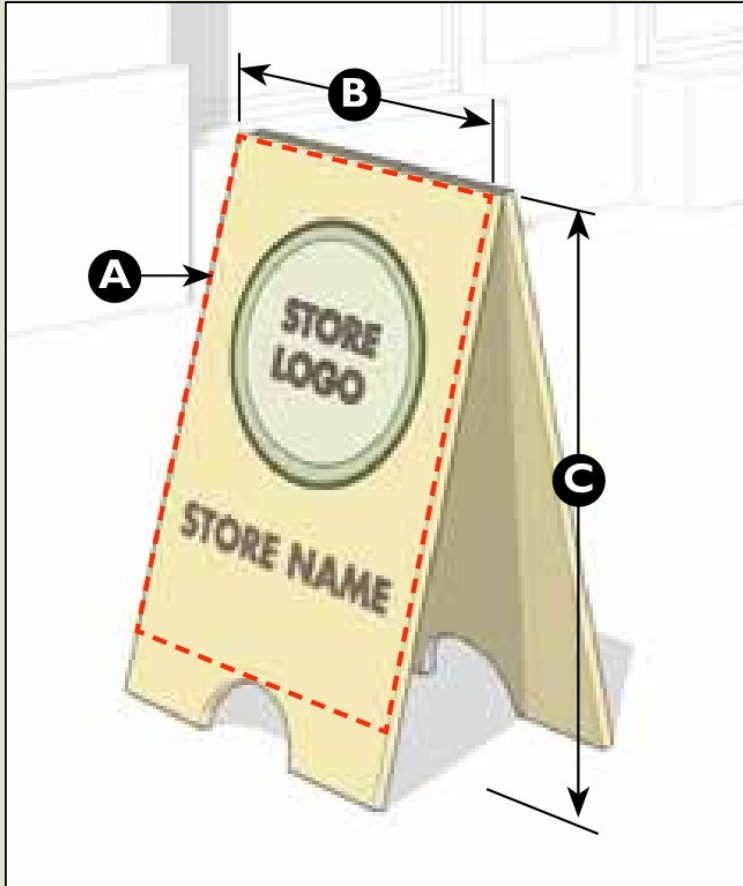
WHERE WILL THE PROPOSED CODE TAKE EFFECT?



Downtown Urban Center City of Auburn Design Standards

ADOPTED 2/12/07;
AMENDED 4/14/08, 06/9/08, 06/16/09, 05/24/10,
2/21/17, 2/21/17;
REVISION EFFECTIVE 03/01/2017

WHY MAKE CHANGES?



TEMPORARY SIGN PERMIT AUTHORIZATION – PUBLIC RIGHT-OF-WAY

RECITALS:

I am the owner or agent for the owner of the business

_____ (Business Name)

or property located at _____ (Address)

in the City of Auburn, Washington.

I seek City of Auburn authorization to place signage in the public right-of-way at

_____ (Address or Nearest Cross Street or Nearest Intersection Quadrant)

Please attach a map or aerial and mark the specific location of the temporary sign(s)

I propose to place on private property the following type of signs:

Please indicate total number of signs and sign size(s), excluding any sign support structures

****Please attach a photo or drawing of the proposed temporary sign(s)****

A. Special Event Signs (such as posters, flags, balloons/windsocks, pennants, and feather signs): _____

B. Banners: _____

C. Portable Signs (such as A-frame and sandwich-board signs): _____

D. Off-Site Directional Signs: _____

AGREEMENTS:

1. I agree that this Permit for the signs specified above is subject to the terms of City of Auburn Ordinance Nos. 6263, 6327, 6353, 6403, and 6501, and that I shall abide at all times with these terms. I also agree that I shall remove all signs from the public right-of-way by no later than March 16, 2016, unless otherwise extended by the City.

2. For and in consideration of being given permission to use City right-of-way, I agree to defend indemnify and hold the City of Auburn, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with placement of the above signs, except for injuries and damages caused by the sole negligence of the City of Auburn.

3. I agree that the City may require me to provide insurance for placing the above signs within the public right-of-way and that if insurance is required by the City as a condition of its approval of this agreement, I shall provide evidence of insurance within ten (10) calendar days of notification by the City that insurance is required.

4. I agree that if the public right-of-way is disturbed or damaged by the placement of the above signs, I shall restore the right-of-way to its previous condition as directed and required by the City.

5. I agree that the authorization for placing the above signs granted by this Permit is wholly of a temporary nature, and vests no permanent rights whatsoever.

6. I agree that this Permit cannot be transferred to another location or to another business or individual.

7. I agree that the City may immediately restrict, suspend, or revoke this Permit without notice if the City determines that the continuation of this Permit constitutes a health or safety hazard or a public nuisance.

8. I agree that the grounds for restricting, suspending, or revoking this Permit shall include, but not be limited to:

- Any other license or permit that I am required to have for the same use is not acquired or is suspended, revoked, or canceled.
- The applicant has violated or failed to meet any of the provisions of Title 12 (Streets, Sidewalks and Public Works) and Title 18 (Zoning) or is in violation of any other ordinances or regulations of the City relating to the use by me for which this authorization is applied for or issued.
- I have failed to meet the conditions of the permit.
- The use for which this authorization was approved has changed.
- This authorization was issued based on incorrect information supplied by me to the City.

DATED THIS _____ DAY OF _____, 20__.

SIGNATURE OF APPLICANT

PRINTED NAME OF OWNER OR AGENT

PRINTED NAME OF BUSINESS (if applicable)

Approved signs will receive a City sticker that needs to be attached to the sign(s) for identification purposes

OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPROVED ON DATE OF SUBMITTAL:

☐ Yes ☐ No Staff Person Initials: _____

RECEIVED & APPROVAL PENDING:

☐ Yes ☐ No Staff Person Initials: _____

Date Approved: _____

PROPOSED CHANGES TO CHAPTER 18.29 ACC

EXISTING PORTABLE SIGN ZONING DEVELOPMENT STANDARDS TO BE MODIFIED:

(4). ~~One~~ Portable sign~~s~~ may be allowed for each business entrance, ~~not to exceed one portable sign per building frontage~~, subject to the following:

(a). Signs may be placed within the public right-of-way, **within 12 feet of a business entrance**, subject to the guidelines provided by the director in consultation with the city engineer such that sign placement does not interfere with pedestrian or vehicular traffic, **does not create a sight hazard**, and conforms to the requirements of the Americans with Disabilities Act. Additional portable signage may be authorized in order to support downtown events that are permitted or sanctioned by the City. **Additional portable signage may be authorized in order to support downtown events that are permitted or sanctioned by the City.**

(c). **The sign area** ~~May not~~ **cannot** exceed ~~36~~ **42** inches in height and ~~30~~ **32** inches in width and be limited to two faces.

(e). **Signs** may be displayed during business hours ~~only~~ **and shall not be displayed when the business is closed.**

~~(d). Must be constructed of either wood or another sturdy material to ensure stability in the wind.~~

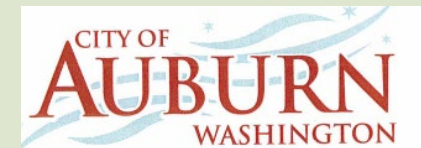
~~(e). May not move, spin, flash, or otherwise be animated.~~

PROPOSED CHANGES TO CHAPTER 18.29 ACC

CONTINUED

NEW PORTABLE SIGN ZONING DEVELOPMENT STANDARDS TO BE ADDED:

- (b) The sign shall be in accordance with the provisions of ACC 18.56.030(L).
- (d) Portable signs are not permitted to be affixed to City infrastructure located within the right-of-way (e.g. street lights, fire hydrants, public art). This includes a prohibition of chaining or otherwise securing portable signs to such infrastructure.
- (f) No landscaping may be covered, cut, damaged, or modified to accommodate a portable sign. The City may require replacement of any damaged landscaping pursuant to Chapter 18.50 ACC.
- (g) All portable signs shall have the permit number affixed to the back of the sign.



City of Auburn
Permit Number

PROPOSED CHANGES TO CHAPTER 18.29 ACC CONTINUED

ACC 18.31.200(D)

Adopted by reference are the following architectural and site design documents, copies of which shall be maintained by the city clerk....The following specific architectural and design standards documents **may be amended upon approval by the community development director.**

1. Mixed-use and multiple-family development design standards.
2. Auburn Gateway architectural and site design standards.
3. Downtown urban center design standards.
4. Auburn Junction design standards.

ACC 18.29.070

Adopted by reference are the “Downtown Auburn Design Standards” and the “Auburn Junction Design Standards,” a copy of which shall be maintained by the city clerk. These documents contain standards for development of the built environment in the DUC zone. The director shall have the authority to apply the standards to specific development proposals. These standards may be amended upon approval by the ~~city council.~~ **community development director.**

PROPOSED CHANGES TO THE DUC DESIGN STANDARDS

Portable signage

- Should contribute to the downtown's designation as a vibrant and pedestrian-oriented zone in the City
- Must promote nearby services and goods and street activity
- Must contribute to a lively street aesthetic
- Must be professionally manufactured of durable materials
- Should convey the product or service offered with a highly graphic, expressive, and individualized design
- May not include lighting, attachment, animations or move, spin, and/or flash



QUESTIONS?

Thank you!

Alexandria Teague, Planner II, Dept. of Community Development