CITY OF AUBURN WASHINGTON

PLANNING COMMISSION

July 7, 2020

MINUTES

I. CALL TO ORDER

Chair Judi Roland called the virtual meeting to order at 7:00 p.m. via Zoom due Governor Inslee's "Stay Home, Stay Healthy" initiative due to the Covid 19- Pandemic.

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

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

Staff present: Jeff Dixon, Planning Services Manager; Anthony Avery, Senior Planner; Alexandria Teague, Planner II; Cecile Malik, Senior Transportation Planner; Tim Mensonides, Auburn Airport Manager; Jennifer Oliver, Administrative Assistant

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

b.) PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

A. **May 19, 2020 – Regular Meeting Minutes**

Vice Chair Lee moved and Commissioner Stephens seconded to approve the minutes from the May 19, 2020 meeting as written.

MOTION CARRIED UNANIMOUSLY. 6-0

III. OTHER BUSINESS

A. 2020 Comprehensive Plan Annual Amendment Docket

Staff provided an introductory overview of the subjects under consideration for amendments this year, including the 3 private applications received and that may be part of the "docket" of 2020 annual Comp Plan amendments. Additional information and more detailed analysis will be presented to the Planning Commission at future meetings.

Annually the City amends its Comprehensive Plan. These routine amendments are distinguished from the "periodic update" completed on 8 year-cycles.

There are two sources:

- "city – initiated amendments" in response to items that are "docketed" (text or map).
- "private – initiated amendments" in response to applications that are submitted (text or map).

Private-initiated Comprehensive Plan amendment applications (text or map) were publicly advertised in advance and accepted until Friday, June 5, 2020.

The 2020 Comprehensive Plan Amendment docket currently includes a total of 13 proposed amendments. Five updates are annually provided for Capital Facilities Plan updates for the city & school districts located within the City. There are also five updates to various elements (chapters) of the comprehensive plan including issues relating to Transportation; Parks, Recreation & Open Space, & land use. (Four Text Amendments, one Map Amendment). One private text amendment application requests was submitted to update an Adopted Special Planning Area. Two separate private map amendment applications requests land use map designation changes and associated re-zones.

The docket of annual comprehensive plan amendments is proposed to consist of the following:

City Initiated Comprehensive Plan Text Amendments (CPA20-0005) (each capital facilities plan is incorporated by reference)

- **P/T #1** – Auburn School District Capital Facilities Plan
- **P/T #2** – Dieringer School District Capital Facilities Plan
- **P/T #3** – Federal Way School District Capital Facilities Plan
- **P/T #4** – Kent School District Capital Facilities Plan
- **P/T #5** – City of Auburn (COA) Capital Facilities Plan
- **P/T #6** –Volume 5, Transportation Element (Separate document incorporated by reference). The changes the Transportation element consist of the following:
    - Update Transportation Improvement Program (TIP) information/project list;
    - Re-designate multiple capital projects from the TIP (funded) to the Comprehensive Plan (unfunded) to maintain continuity in the future transportation network conditions.
    - Update maps as needed to reflect current data and conditions (addressed by CMP#1, below);
    - Additional minor changes will relate to grammar, punctuation, choice of words, etc.
- **P/T #7** – Volume 7, Parks, Recreation, and Open Space Element. Add language pertaining to equestrian trails. Language has been previously removed from transportation element and requires modification to meet the goals and mission of the Parks, Recreation, and Open Space Element.

- **P/T #8** – Volume 1, Land Use Element and Volume 5, Transportation Element (Plan). Amend comprehensive plan policies which do not sufficiently protect the operations of the Auburn Municipal Airport, and do not provide the City sufficient authority to ensure development around the airport is coordinated and consistent with the Airport Master Plan. Policies are currently being evaluated as to whether they:

    - Protect the operations of the Auburn Municipal Airport (the "airport");
    - Prevent or promote incompatible land uses around the airport;
    - Ensure that development around the airport is coordinated and consistent with the Airport Master Plan;
    - Protect the airport from nonconforming uses and structures that pose a safety concern to airport operations;
    - Provide the authority to review the impact of development on air safety;
    - Are clearly defined and clearly understood, or open to a wide degree of interpretation; or
    - Use outdated language

- **P/T #9** – Volume 1: Land Use Element: Provide additional clarification as to appropriate utilization of development standards when applying a transition designation. Additional guidance on implementation to be considered.

Private-Initiated Text Amendments

- **P/T #10 – CPA20-0003** - Volume 1: Land Use Element. The Auburn Adventist Academy is making multiple updates to their Adopted Area documents to better address their current needs and long-term direction. Some changes to maps as part of the special area plan cannot be ruled out, and may be needed. No application to amend any maps have been received. A map was shown for the proposed area.

Comprehensive Plan Map Amendments

City-Initiated Map Amendments (CPA20-0004):

- **CPM#1 –** Volume 5: Transportation Element: Several maps found throughout Volume 5 have been updated to reflect current conditions. A final list of maps and corresponding page numbers is under development by Transportation Planning.

Private-Initiated Map Amendments:

- **CPM #2** – CPA20-0001 - Request by Auburn School District to change the designation of King County Parcel number 2121059042 totaling approximately 2.19 acres and located on the north side of Auburn Way South approximately 400 feet west of Noble Court SE from "Multiple-Family Residential" to

"Institutional" and an associated rezone from “R-20, Residential 20 dwelling units per acre” to “P-1, Public Use”. The existing Chinook Elementary School, located on an adjacent parcel, is zoned P-1. The school district has purchased this additional site to incorporate into a redevelopment effort for the existing school. A map was presented for the proposed location, existing land use designation and proposed land use designation.

- **CPM#3** – CPA20-0002: Request by Request by Westport Capital Investments to change the designation of King County Parcel numbers 0004200024, 0004200022, and 0004200003 totaling approximately 32.4 acres and located approximately 650 feet east of the intersection of I Street and 40th Street NE, from "Single Family Residential" to "Multiple-Family Residential" and an associated rezone from “R-7, Residential 7 dwelling units per acre” to “R-20, Residential”. The requested changes are not directly related to a project, however, if approved it would allow any use permitted in the R-20 Residential zone. This could include uses such as apartments, assisted living facilities, mixed-use buildings, etc. A map was provided for the proposed location, existing land use designation and proposed land use designation.

The next steps to take place will be City Staff reviewing the private applications for consistency with intent and goals stated within the City’s Comprehensive Plan and conducting the state required environmental review process (SEPA). Staff will provide additional information, including copies of the applications, to the Planning Commission identifying the results of analysis and a staff recommendation at future meetings. In years past, this is completed by the “notebooks” that are prepared and distributed to the Commission. Staff will schedule future briefings for the Planning Commission and public hearings in order for the Commission to make recommendations to City Council on all proposed amendments.

Staff emailed a schedule to the Commission for future meetings regarding the 2020 Comp Plan. The goal is to hold two meetings a month for September, October and possibly November to help avoid long meetings.

Staff concluded the presentation and opened up for comments and questions from the Planning Commission.

The Commission voiced concern regarding the lack of attendance from the school district representatives for the school district capital facility plan related amendments from the process last year. Vice- Chair Lee inquired how Staff could encourage the school district to participate in the upcoming meetings so the Commission can ask questions directly to the School District representative. Staff responded by explaining the many steps of coordination that take place. Typically there is an email that will go out and then can be followed up by a phone call to advise the school districts when the Public Hearing will take place. Staff also mentioned that they are in contact with the School’s a little farther in

advance to notify them of the private application deadline. It was mentioned that in prior years the Public Hearings have been held at the same time as school board meetings, which has caused the lack of participation, in part.

Chair Roland questioned if there were any Kent School's involved with the Comp Plan Amendments this year. Planner Avery confirmed that there are no schools in the Kent School District located within the Auburn City boundaries. The only school within Auburn city limit boundaries that is part of the Comp Plan amendments is Meredith Hill Elementary that is part of the Federal Way school district.

Another alternative offered by staff is in coordinating with the school districts in advance about the Public Hearing schedule, if they receive a response that the School district would like to attend the Public Hearing but unable to attend, it could be an opportunity to keep the record for the public hearing open and continue the hearing to another meeting. This could give the representative of the School District the chance to attend and the Commission a chance to ask questions.

Another alternative Staff mentioned is that the Comp Plan Notebooks are planned to be distributed to the Commission early to review and this would allow the Commission the opportunity to email questions to Staff to share with the School District in advance. Then the school district could provide a written response or ask them to be able to address the questions at the hearing so that information is available for the Commission's deliberations.

Chair Roland asked for clarification on the schedule for the Comprehensive Plan Binders and first Public Hearing. Staff would like to get binders to the Commissioners on or around September 8th. This will give time for the Planning Commissioners to review almost a full month before the first public hearing takes place in October.

The Planning Commission inquired about the school district land use designation change proposal on Auburn Way South and the traffic information (related to Chinook Elementary). The Commission expressed some concern as to what it will it be used for and if that would cause entering or exiting from the school onto Auburn Way South. Staff went on to explain that the concept the school district is proposing is similar to what they have been doing with other new facilities by tearing down the old structure to build the replacement school . Staff shared a map to explain to the Commission the location of the vehicle access to the school as it exists now. Planning Services Manager Dixon shared that the Auburn School District and the City of Auburn Transportation Department have been is discussions over many months on how they would reconfigure access onto Auburn Way South as part of their school redevelopment. Generally, the school district likes two separate driveways to separate school bus traffic from parent drop off and pickup traffic to avoid any conflicts. All of that is being discussed and more information will follow in future meetings. Staff reiterated to the Commission that the this proposal as presented to the Planning Commission is about

changing the land use map designation and zoning of the one parcel being acquired by the School District and not a proposal evaluating the school district's site plan or development proposal. The school district proposal to change the designation and add the parcel to the school redevelopment site would allow additional room for the school campus and more area to accommodate traffic coming in and out of the school grounds.

The Commission asked for verification of location on the request CMP #3 by Westport Capital. Staff displayed a map to show the exact location of the site. The Planning Commission asked what would be put or built on that property and at this time, Staff replied that there is no development proposal but mentioned that it is vacant and there is a subdivision to the North. It could be that the property owner is seeking the change in order to develop the property in the future. However, at this time, no discussion has taken place as to what would go in there. The Commission requested that the map presented be the full map when they receive their binders to better understand the colors of the map and the locations. The Commission asked for data on the vacant property adjacent to the south that the Auburn School District owns and what plans the school district has for the site. Staff offered to look into that request and report to the Commission. Staff will be evaluating this particular change and what opportunities could happen with changing it from the designation of "Single Family" to Multi Family". Staff will provide additional information to the Commission once their review of the Comp Plan Map Amendment application and environmental review is completed and it is moved to public hearings. Chair Roland requested that prior to the staff reports presented to them, possibly Staff can provide further information on the maps and what the Zoning Development standards that apply are.

IV. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager, Jeff Dixon reported that construction on the projects around City Hall is continuing to make progress. The Legacy site does not have any structures visible as of yet but there is a large pile of dirt and they are working towards groundwork, foundation and pilings in the very near future. Further to the south, the Auburn Apartments are framed in and windows have been installed with interior work started recently. East of the City's Annex Building, there is work being done on the former Key Bank building. The exterior white rock has been removed and the building was gutted. There is new framing and exterior work being completed. Two tenants will occupy that building with one of them being a 7-11 convenience store. At this time, Staff is unaware of what the other tenant will be.

Planning Services Manager Jeff Dixon mentioned that as a cost saving measure for the City since there is a lot of concern regarding budget and revenue these days, the Community Development Department is not

working on Fridays. Some Community Development inspectors and Code enforcement staff continue to working on Fridays but office staff is not.

It was mentioned to the Commission that City Council adopted Resolution No. 5533 that established the City's official meeting place as virtually and online until September. The reason behind passing this resolution was due to the State having to repeatedly extend the suspension of the Open Public Meetings Act (OPMA) requirements. The latest extension was a last minute decision that made it difficult to have sufficient time to provide Notice Meetings and make changes. The Commission asked about the future and even if the Governor deems it is safe to have meetings in person again, could the Commission continue to have meetings virtually? If this is something the Commission is interested in, Planning Services Manager Dixon would reach out to the City's Legal Department to discuss and determine if this is something that could be continued past the Resolution deadline. Staff added that the circumstances continue to evolve and it depends on the Phases that the Governor declares and what the related rules established by the Governor consist of.

The Commissioners inquired on what is going in at the old Denny's on 15th Street Northeast. Staff noted that a Proposal was submitted for redevelopment of the site but could not recall what business was proposed. As a result staff can send additional information to the commission on that particular site.

The Commission mentioned that there was construction going on east of the Outlet Collection mall on the North Side 15th St SW. Staff confirmed that an older warehouse that was used for cold storage was once there and has been removed. The site is being redeveloped for a new warehouse to be built there. The property is zoned industrial. An adjacent vacant site to the north is also proposed for development as a warehouse.

The Commissioners voiced some concern regarding the old Heritage Building site and the vegetation weeds that were growing on the vacant lot. They inquired as to the status of the building permits and plans were at for redevelopment. Staff stated that plans were submitted and reviewed. The applicant has since went through what is called a "value engineering" type process to evaluate different construction techniques available for building the structure and the associated costs. Once the techniques have been finalized, the plans can be updated to include this information and submitted to the City for final approval.

The mobile home park that is in the City of Pacific is still showing manufactured homes being removed and cleaned out. Planning Services

Manager Dixon stated he had reached out to the City of Pacific regarding that site and if any development is proposed for that site, but he has not received a response.

A future subject for consideration by the Commission this fall will be Staff review and presentation on international Building Code Adoption. Every 4 years, the International Building Code Council look over the standards and codes that apply to building construction. The State Building Code Council also reviews and determines if any adjustments to the codes need to be made and the City of Auburn then looks at the information by the state code council l to determine if adjustments are needed prior to adoption. An Introductory meeting for the subject is planned for the August 4th Meeting.

One other item coming before the Commission in the near future is the City Wireless Code. The City has a code that governs wireless communication facilities (WFC) or cell towers. Changes will be made to city code to be responsive to federal law changes. The Planning Team has been working with Public Works Dept. closely on the changes. Changes to franchise agreements that allow fiber optic cables under the city right of ways and undergrounding of electrical and communication lines code sections will also be affected but will not come before the Commission. Wireless regulations or code changes will have to be presented to the Commission for a recommendation because they result in changes to the zoning code.

V. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland 7adjourned the meeting at 8:24 p.m.