



PLANNING COMMISSION MEETING

June 2, 2015
AGENDA

I. CALL TO ORDER – 7:00 p.m., Council Chambers

II. ROLL CALL/ESTABLISHMENT OF QUORUM (Pledge of Allegiance)

III. APPROVAL OF MINUTES

A. May 5, 2015

IV. PUBLIC COMMENT

Comment from the audience on any item not listed on the agenda for discussion or public hearing.

V. PLANNING DEPARTMENT REPORT

Update on Planning and Development Department activities.

VI. PUBLIC HEARINGS

A. 2015 Comprehensive Storm Drainage Plan

Summary: Conduct a Public Hearing on the 2015 Comprehensive Storm Drainage Plan.

VII. OTHER BUSINESS

A. Recreational Vehicles as Dwelling Units* (Tate)

Summary: Review and discuss Auburn City Code (ACC) Chapters 18.07 and 18.46A relating to Recreational Vehicles (RV) and Temporary Use Permits associated with Recreational Vehicles.

B. Comprehensive Plan Schedule* (Tate)

Summary: Staff to review the Comprehensive Plan Schedule with the Planning Commission.

VIII. ADJOURNMENT

The City of Auburn Planning Commission is an eight 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 are not final decisions; they are in the form of recommendations to the City Council who must ultimately make the final decision.



DRAFT
PLANNING COMMISSION

May 5, 2015

MINUTES

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 6:00 p.m. in the Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, WA.

II. ROLL CALL/ESTABLISHMENT OF QUORUM

Planning Commission Members present were: Chair Judi Roland, Vice-Chair Copple, Commissioner Mason, Commissioner Baggett, Commissioner Lee, and Commissioner Smith.

Staff present included: Assistant City Attorney Doug Ruth, Assistant Director of Community Development Jeff Tate, Assistant Director of Engineering/City Engineer Ingrid Gaub, Utilities Engineering Manager Lisa Tobin, Planner Alexandria Teague, Urban Design Planner Lauren Flemister, Storm Utility Engineer Tim Carlaw, Planning Services Manager Jeff Dixon, and Community Development Secretary Tina Kriss.

Members of the public present: Glenna Smith

Chair Roland recessed the meeting at 6:01 p.m. for a dinner break. The meeting was reconvened at 6:32 p.m.

III. APPROVAL OF MINUTES

A. April 21, 2015

Commissioner Copple moved and Commissioner Baggett seconded to approve the minutes from the April 21, 2015 meeting as written.

MOTION CARRIED UNANIMOUSLY 6-0

IV. PUBLIC COMMENT

There were no public comments on any item not listed on the agenda for discussion or public hearing.

V. PLANNING DEPARTMENT REPORT

Assistant Director Tate reported that he will send an update to the Planning Commissioners by email.

VI. OTHER BUSINESS

A. 2015 Draft Storm Drainage Plan (Carlaw)

Assistant Director Tate pointed out that Chapter 3 of the 2015 draft Comprehensive Storm Drainage Plan emphasizes policy which sets the stage for implementing the City's strategies and planning for Capital Projects. Storm Utility Engineer Tim Carlaw provided a PowerPoint Presentation and reviewed the 2009 Storm Drainage Plan accomplishments and the changes from 2009 to 2015. The Commission and staff

discussed the National Pollutant Discharge Elimination System (NPDES) Permit and future requirements. A discussion was held regarding future additional rate adjustments due to operating costs as the Low Impact Developments (LID) are required by the State to be implemented.

Staff reviewed the 2015 Storm Drainage Plan Capital Improvements which included eleven (11) proposed projects and two (2) new programs. The Commission and staff discussed the proposed Composting Facility which would allow the City to efficiently manage and process accumulated vegetation and materials from stormwater storage pond and ditch restoration. Staff reviewed specific project location, their risk and level of service which will assist the City in prioritizing future projects.

Staff reviewed the anticipated annual costs for the 6-year Capital Improvement Program (CIP). No increases were anticipated in the Storm SDC charges except for a consistent rate increase of 2.6% for inflation which was recommended to begin in 2018 or 2019. A review was provided by staff of future staffing and equipment needs.

The Public Hearing for the draft 2015 Comprehensive Storm Drainage Plan will be held after the SEPA has been completed, tentatively scheduled for June 2, 2015.

B. Comprehensive Plan Update (Tate)

Assistant Director Tate reviewed draft Chapter 4 of the draft Comprehensive Plan update, Vision and Core Value statements.

After reviewing and discussing draft Chapter 4 with staff, the Commission provided the following comments:

PLACE

- The Commission requested that staff consider replacing the word "PLACE" with a word that provides a better understanding of the intended meaning. "Spaces" and a "sense of place" were suggested.

WELLNESS

- The Commission had no comments.

SERVICE

- Under the second bullet, "What it will look like", the Commission encouraged staff to use a word like "efficient" as part of the description. The Commission acknowledged that "efficient" is used above in the main value statement and said "affordable" and "economical" could also be alternatives.

ECONOMY

- The Commission recommended that a more clearly detailed economic strategy plan may want to be provided in this section.
- The Commission noted that the main value statement (header) uses the terms: "diverse and vibrant local economy" and the last paragraph on Page 5

uses the terms “sustainable and diverse economies”. The Commission suggested this second “diverse” should be changed to “vibrant”.

- The Commission requested that the words “multimodal connectivity” and “encourage strategic co-location”, found in the last paragraph of Page 5 should be changed to words that can be more easily understood by the public.

CELEBRATION

- The Commission asked to change first sentence under CELEBRATION to read, “We will celebrate diversity and creatively come together to teach, learn, and have fun”.

ENVIRONMENT

- The Commission requested that staff insert more information that would reflect the preservation of property rights as it appears it is not evident as a goal of the document.
- There was discussion about whether “suitable” or “appropriate” was a better word choice for the main value statement under this heading.

SUSTAINABILITY

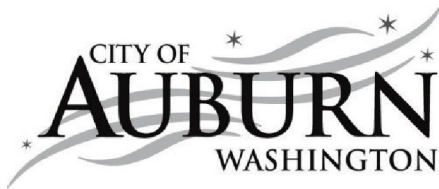
- The Commission had no recommendations on this section.

The Commission asked how private property rights will integrate with the overall plan. Staff explained that recognition of private property rights will be integrated within specific portions of the plan through policy guidance as required by consistency with the county-wide planning policies.

There will not be a Planning Commission meeting May 19, 2015. The Public Hearing for the 2015 draft Comprehensive Storm Drainage Plan is proposed for June 2, 2015 at 7:00 p.m. Staff may also be bringing an additional review of the Comprehensive Plan Update forward for the Commission’s review.

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:36 p.m.



**Memorandum
Engineering Division**

To: Judi Roland, Chair, Planning Commission
Ron Copple, Vice-Chair, Planning Commission
Planning Commission Members

From: Tim Carlaw, Storm Drainage Utility Engineer
Lisa Tobin, Utilities Engineering Manager

Date: April 27, 2015

Re: Comprehensive Storm Drainage Plan - Second Review and Public Hearing

Introduction

The City is in the process of updating the Comprehensive Storm Drainage Plan in parallel with the City's overall Comprehensive Plan. This plan is an update to the existing Storm Drainage Comprehensive Plan adopted in 2009. Its purpose is to guide the City with respect to future activities and improvements for the Storm Drainage Utility. The final plan will consist of the Executive Summary, Chapters 1-11, and Appendix A-C.

The City Council recently completed an initial review of the Comprehensive Storm Drainage Plan at its April 27, 2015 study session.

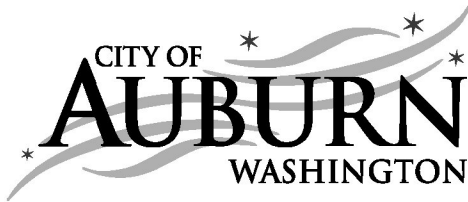
At the May 5th Planning Commission meeting, Storm Utility Staff will provided a brief PowerPoint overview that highlighted the accomplishments of the Storm Utility since the 2009 Plan and identified the projects and programs needed over the next 6-year period to resolve storm drainage issues and to comply with the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Phase II permit.

At the Planning Commission's June 2, 2015 regular meeting a public hearing on the Comprehensive Storm Drainage Plan is proposed to be conducted. The purpose of this hearing is to receive public input on the Comprehensive Storm Drainage Plan, and for the Planning Commission to deliberate and provide a recommendation to the City Council.

The required environmental review process is currently being conducted for the Comprehensive Storm Drainage Plan. A copy of the environmental checklist application prepared for Comprehensive Storm Drainage Plan is being provided to the Planning Commission.

Hard copies of the Draft Comprehensive Storm Drainage Plan have been transmitted to the Planning Commission. An electronic version of the Draft Comprehensive Storm Drainage Plan can be found on the City's website at:

<http://weblink.auburnwa.gov/External/ElectronicFile.aspx?docid=262461&dbid=0>



MEMORANDUM

TO: Planning Commission

FROM: Jeff Tate, Assistant Director of Community Development

DATE: May 27, 2015

RE: Recreational Vehicles as Dwelling Units

Background

On a somewhat routine basis City Code Enforcement receives inquiries and/or complaints regarding people who are living in a Recreational Vehicle (RV). A typical inquiry directed to Code Enforcement is that an RV has been placed within a residential neighborhood where the occupant of a single family home has allowed the RV to be parked on their property and occupied by another family, friend, or renters to reside within the unit for an extended period of months.

While Auburn City Code provides definitions, permitting requirements and development regulations for RV parks it does not provide guidance on how RV living should be regulated outside of RV parks. Most cities establish regulations that describe the permitting requirements, circumstances, and durations under which living within an RV is allowed. Additionally, most cities do not permit living within an RV outside of an RV park in perpetuity. A common allowance for temporary RV living is where a property owner is building a permanent residence and the owner desires to live on site during the construction activity.

Other Jurisdictions

Kent – An RV may be used as a dwelling unit on a temporary basis that does not exceed 90 days and provided the use of the RV is consistent with the underlying zone. This means that Kent allows an RV to be used for temporary living quarters in residential and mixed use zones for up to 90 days and that they prohibit an RV as a dwelling unit in commercial and industrial zones. Requires obtaining a Temporary Use Permit from City.

Federal Way – Living within an RV outside of an approved RV park is not permitted.

Puyallup – RV's may be used for temporary lodging on the site of an active construction project but for no longer than 6 months. Requires that the owner obtain a temporary use permit in order to place the RV and allow it to be used as temporary lodging.

Renton – Living within an RV outside of an approved RV park is not permitted.

Tacoma – Living within an RV outside of an approved RV park is not permitted.

Discussion

Staff proposes to add clarifying language to Chapter 18.07 that prohibits living within an RV in any residential zone unless it is located within an approved RV park. As noted in Attachment A, staff also included automobiles and boats as prohibited types of residences. This addition is proposed because Code Enforcement has experienced situations where someone is living in a van or boat that is sitting on a trailer.

Staff also proposes to add language to Chapter 18.46A, the temporary use section of City code that provides for an allowance that a property owner can obtain a Temporary Use Permit to live in an RV for a period of 6 months during construction of a permanent residence. The draft language also states that a single 6 month extension can be granted in the event the permanent residence has not been finished.

There are times where Code Enforcement visits a property and finds that someone has out of town visitors that are staying in an RV that is parked on site. These types of visits tend to last no more than a few days and very rarely more than a month. When Code Enforcement learns of this situation the policy has been to inform the property owner that it is not the intent of the residential zoning designation to allow RV living but that they will revisit the property in a few weeks to verify that the RV has moved on. This interaction is verbal and occurs without any written notification unless they find the RV is still there. Staff suggests that the City continue with this type of policy rather than codifying standards that create an inflexible box to work within.

ATTACHMENT A

18.04.330 Dwelling.

“Dwelling” means a building designed exclusively for residential purposes for occupancy by a person, family, or unrelated group with one or more rooms for living and sleeping purposes, containing kitchen facilities and rooms with internal accessibility, including single-family, two-family, multiple-family dwellings, and townhouse dwellings but not including Recreational Vehicles, or hotels or motel units without kitchens

18.07.020 Uses.

Table 18.07.020

Permitted Use Table – Residential Zoning Designations

P = Permitted A = Administrative C =Conditional Use X = Not Permitted							
Land Uses	Zoning Designations						
	RC	R-1	R-5	R-7	R-10	R-16	R-20
A. Residential Uses.							
Accessory dwelling units	P	P	P	P	X ¹	X ¹	X ¹
Accessory use, residential	P	P	P	P	P	P	P
Adult family home	P	P	P	P	P	P	P
Bed and breakfast	P	P	P	P	P	P	P
Communal residence four or less individuals	P	P	P	P	P	P	P
Duplexes; provided, that minimum lot size of zoning designation is met and subject to compliance with Chapter 18.25 ACC (Infill Residential Development Standards)	X	X	A	P	P	P	X
Foster care homes	P	P	P	P	P	P	P
Group residence facilities (7 or more residents)	X	X	X	X	C	C	C
Group residence facilities (6 or fewer residents)	P	P	P	P	P	P	P
Keeping household pets ⁴	P ²	P ²	P ²	P ²	P ²	P ²	P ²
Multiple-family dwellings	X	X	X	X	A	P	P

Table 18.07.020

Permitted Use Table – Residential Zoning Designations

P = Permitted A = Administrative C =Conditional Use X = Not Permitted							
Land Uses	Zoning Designations						
	RC	R-1	R-5	R-7	R-10	R-16	R-20
Neighborhood recreational buildings and facilities owned and managed by the neighborhood homeowners' association	A ⁶	A ⁶	A ⁶	A ⁶	A ⁶	P	P
<u>Recreational vehicles, that are not part of an approved recreational vehicle park, and boats, automobiles, and other vehicles used as a dwelling unit</u>	X	X	X	X	X	X	X
Renting of rooms, for lodging purposes only, to accommodate not more than two persons in addition to the family or owner occupied unit ¹	P	P	P	P	P	P	P
Residential care facilities including but not limited to assisted living facilities, convalescent homes, continuing care retirement facilities	P	P	X	X	A	P	P
Single-family detached dwellings, new	P	P	P	P	P	P	X
Supportive housing, subject to the provisions of ACC 18.31.160	X	X	X	X	X	P	P
Swimming pools, tennis courts and similar outdoor recreation uses only accessory to residential or park uses	P	P	P	P	P	P	P
Townhouses (attached)	X	X	X	X	P	P	P
B. Commercial Uses.							
Commercial horse riding and bridle trails	A	X	X	X	X	X	X
Commercial retail, included as part of mixed-use development and not a home occupation in compliance with Chapter 18.60 ACC	X	X	X	X	A	A	A
Daycare, limited to a mini daycare center. Daycare center, preschool or nursery school	X	A	A	A	A	A	A

¹ An owner occupant that rents to more than two persons but no more than four persons is required to obtain a City of Auburn Rental Housing Business License and shall meet the standards of the International Property Maintenance Code.

Table 18.07.020

Permitted Use Table – Residential Zoning Designations

P = Permitted A = Administrative C =Conditional Use X = Not Permitted							
Land Uses	Zoning Designations						
	RC	R-1	R-5	R-7	R-10	R-16	R-20
may also be permitted but must be located on an arterial							
Home-based daycare as regulated by RCW 35.63.185 and through receipt of approved city business license	P	P	P	P	P	P	P
Home occupations subject to compliance with Chapter 18.60 ACC	P	P	P	P	P	P	P
Mixed-use development ³	X	X	X	X	P	P	P
Nursing homes	X	X	X	X	C	C	C
Private country clubs and golf courses, excluding driving ranges	X	X	C	C	C	X	X
Privately owned and operated parks and playgrounds and not homeowners' association-owned recreational area	X	A	A	A	A	P	P
Professional offices, included as part of mixed-use development and not a home occupation in compliance with Chapter 18.60 ACC	X	X	X	X	A	A	A
C. Resource Uses.							
Agricultural enterprise: ⁷							
When 50 percent, or more, of the total site area is dedicated to active agricultural production during the growing season, and with 52 or less special events per calendar year	A ⁷	X	X	X	X	X	X
When less than 50 percent of the total site area is dedicated to active agricultural production during the growing season, or with more than 52 special events per calendar year	C ⁷	X	X	X	X	X	X
Agricultural type uses are permitted provided they are incidental and secondary to the single-family use:							
Agricultural crops and open field growing	P	X	X	X	X	X	X

Table 18.07.020

Permitted Use Table – Residential Zoning Designations

P = Permitted A = Administrative C =Conditional Use X = Not Permitted							
Land Uses	Zoning Designations						
	RC	R-1	R-5	R-7	R-10	R-16	R-20
(commercial)							
Barns, silos and related structures	P	X	X	X	X	X	X
Commercial greenhouses	P	X	X	X	X	X	X
Pasturing and grazing ⁴	P	X	X	X	X	X	X
Public and private stables ⁴	P	X	X	X	X	X	X
Roadside stands, for the sale of agricultural products raised on the premises. The stand cannot exceed 300 square feet in area and must meet the applicable setback requirements	P	X	X	X	X	X	X
Fish hatcheries	C	X	X	X	X	X	X
D. Government, Institutional, and Utility Uses.							
Civic, social and fraternal clubs	X	X	X	X	A	A	A
Government facilities	A	A	A	A	A	A	A
Hospitals (except animal hospitals)	X	X	X	X	X	C	C
Municipal parks and playgrounds	A	P	P	P	P	P	P
Museums	X	X	X	X	A	A	A
Religious institutions, less than one acre lot size	A	A	A	A	A	A	A
Religious institutions, one acre or larger lot size	C	C	C	C	C	C	C
Transmitting towers	C	C	C	C	C	C	C
Type 1-D Wireless Communication Facility (see ACC 18.04.912(J))	P	P	P	P	P	P	P
Utility facilities and substations	C ⁵	C ⁵	C ⁵	C ⁵	C ⁵	C ⁵	C ⁵

1. An accessory dwelling unit may be permitted with an existing single-family residence pursuant to ACC 18.31.120.

2. Please see the supplemental development standards for animals in ACC 18.31.220.

3. Individual uses that make up a mixed-use development must be permitted within the zone. If a use making up part of a mixed-use development requires an administrative or conditional use permit, the individual use must apply for and receive the administrative or conditional use approval, as applicable.
4. Proximity of pasture or livestock roaming area to wells, surface waters, and aquifer recharge zones is regulated by the King or Pierce County board of health, and property owners shall comply with the provisions of the King County board of health code.
5. Excludes all public and private utility facilities addressed under ACC 18.02.040(E).
6. Administrative use permit not required when approved as part of a subdivision or binding site plan.

18.46A.070 General and specific temporary use permits.

A. General Type I Temporary Use Permits. In accordance with ACC 18.46A.030, the planning director or designee may approve the following general Type I temporary uses and structures:

1. For all zoning districts:

- a. Temporary use of land to conduct nonprofit events of up to six calendar days or less, where the events are of a kind not typically used by the sponsor at the location or site of the event;
- b. Temporary parking facilities for private uses for four weeks or less per year;
- c. Temporary fencing for public or private uses for four weeks or less per year;
- d. Temporary use of privately owned property for temporary offices, construction trailers, materials storage, equipment storage or vehicle parking essential to and only in conjunction with the construction or building of public buildings, structures, road, or utility improvements.

2. For residential zoning districts:

- a. Temporary modular sales and leasing offices for on-site residential development properties;
- b. Placement of tents, canopies, or membrane structures for zero to two weeks per year that meet setbacks of the underlying zone;
- c. Placement of portable moving and storage containers for no greater than three weeks per year;
- d. On-site temporary caretaker trailers for private or nonprofit residential construction;
- e. On-site temporary construction trailers and offices and storage areas for construction materials and equipment for private or nonprofit residential construction;

f. Special events such as a community block party, neighborhood parade or similar event involving multiple properties and causing temporary impacts to public rights-of-way or potential increased need for public services.

g. Living within a recreational vehicle on a property when a building permit to construct a permanent dwelling unit has been issued and construction activity remains active.

3. For nonresidential zoning districts:

a. Commercial carnivals, circuses and shows;

b. Temporary sales and leasing offices for on-site commercial or industrial development properties;

c. On-site temporary construction trailers and offices and storage areas for construction materials and equipment for commercial, industrial or institutional construction;

d. On-site temporary caretaker trailers for commercial, industrial or institutional construction sites;

e. Temporary changes of uses and associated temporary structures for four weeks or less per year;

f. Temporary mobile sales for the sale of plants, flowers, books, crafts, produce, beverages, food, and other similar items in a single location for no more than two hours per day;

g. Placement of commercial storage containers for no more than three weeks per year;

h. Special events such as a weekend sales event or outdoor concert causing temporary impacts to public rights-of-way or potential increased need for public services;

i. Holiday-related seasonal sales lots along with their associated temporary structures subject to compliance with the following:

i. Applicant demonstrates written proof of property owner permission for use of the subject property;

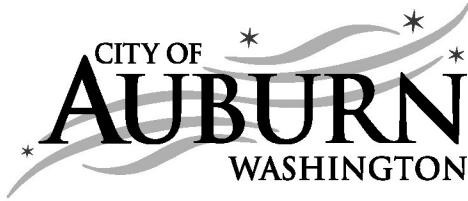
ii. Adequate off-street parking is provided;

iii. The use will not interfere with adequate vision clearance, as governed by the city of Auburn engineering design standards, as amended;

- iv. The use will not obstruct pedestrian access on public rights-of-way;
- v. Signage shall comply with the city's signage regulations;
- vi. Compliance to conditions required by the building official and fire marshal for minimum building, fire and life safety codes;
- vii. Adequate provisions for trash disposal and sanitary facilities are provided.

j. Agricultural seasonal sale of produce subject to compliance with the following:

- i. Demonstrates written proof of property owner permission for use of the subject property;
- ii. Adequate off-street parking is provided;
- iii. The use will not interfere with adequate vision clearance, as governed by the city of Auburn engineering design standards, as amended;
- iv. The use will not obstruct pedestrian access on public rights-of-way;
- v. Signage shall comply with the city's signage regulations;
- vi. Compliance to conditions required by the building official and fire marshal for minimum building, fire and life safety codes;
- vii. Adequate provisions for trash disposal and sanitary facilities are provided.



MEMORANDUM

TO: Planning Commission

FROM: Jeff Tate, Assistant Director of Community Development

DATE: May 27, 2015

RE: 2015 Comprehensive Plan Update

Planning Services staff would like to thank the Planning Commission for the initial feedback on the first 4 chapters of the draft Comprehensive Plan. As staff has previously stated, Chapters 5, 6, and 7 constitute the heavy policy chapters that set the tone for future actions, investments, and regulations.

During the last Planning Commission meeting staff indicated that the first of these chapters would be transmitted to the Commission for consideration during the June 2, 2015 meeting. Staff has re-evaluated the schedule and the public engagement portions of our Comprehensive Plan update strategy and has determined that it is appropriate to make some modifications that will shift the transmittal of the next round of chapters to the month of August.

The primary reason for this change is because staff wanted to spend more time on the outreach and public engagement strategy. On the heels of the highly successful Imagine Auburn Visioning effort staff believes that there should be a more engaged public process for releasing draft materials. The lack of public attendance at recent Planning Commission meetings highlighted the need for staff to put additional energy into developing the Comp Plan webpage, preparing city wide mailers, reaching out to target audiences, and developing our social media outlets. Therefore, prior to transmitting additional chapters, staff will utilize June and July to conduct additional outreach efforts.