



City Council Study Session
May 9, 2016 - 5:30 PM
Auburn City Hall
MINUTES

I. CALL TO ORDER

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the Council Chambers at Auburn City Hall, 25 West Main Street in Auburn.

A. Roll Call

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Pelosa, Yolanda Trout-Manuel, and Rich Wagner.

Department directors and staff members present included: City Attorney Daniel B. Heid, Assistant City Attorney Jessica Leiser, Human Resources and Risk Management Director Rob Roscoe, Police Chief Bob Lee, Community Development and Public Works Director Kevin Snyder, Assistant Director of Community Development Services Jeff Tate, Development Services Manager Jason Krum, Lead Permit Center Technician April Shrader, Permit Center Technician Tiffany Anderson Barnes, Permit Center Technician Stephanie Vondrak, Director of Administration Dana Hinman, Innovation and Technology Director Paul Haugan, Parks, Arts and Recreation Director Daryl Faber, and Deputy City Clerk Shawn Campbell.

At this time, the meeting recessed to executive session. See "Executive Session" below for more information.

II. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Permit Center Presentation (20 Minute Presentation/10 Minute Q&A) (Snyder)

Development Services Manager Krum, Lead Permit Technician April Shrader, Permit Technician Tiffany Anderson Barnes and Permit Technician Stephanie Vondrak presented information on the Permit Center. They reviewed the process an applicant would go through to submit the various kinds of permits and the process to have it approved. Lead Permit Technician Shrader reviewed the role and responsibilities of a permit technician including certification through the International Code Council, providing general building and related code information, determining what permits are required for

the project, provide guidance in filling out various applications and forms, helping the applicant understand the process and to verify accuracy and completeness of application.

Councilmember DaCorsi asked the average turn around time between the submittal to issuance of a permit. Development Services Manager Krum stated the average is two weeks.

Councilmember DaCorsi asked how the City of Auburn compares to other jurisdictions regarding fees. Development Services Manager Krum stated the City of Auburn ranked in the middle overall in a recent survey.

Councilmember Wagner asked about department review of processes to make the process more lean. Development Services Manager Krum explained they reviewed the process from start to finish and if a step was not legally required, the step was removed.

Councilmember Trout-Manual asked if each project is required to have engineered plans. Development Services Manager Krum explained that it would depend on the scope of the project.

Councilmember DaCorsi asked if the inspectors are involved in the initial review. Development Services Manager Krum stated the inspectors receive the completed plans. Councilmember DaCorsi stated that there would be a benefit from having the inspectors involved from the beginning. Development Services Manager Krum stated the plans examiner and building inspectors work closely together.

**B. Small Annexations (10 Minute Presentation/10 Minute Q&A)
(Snyder)**

Director Snyder and Assistant Director Tate provided Council with a presentation on various annexation types and options.

Director Snyder explained there are areas that have Auburn addresses that are not within the city limits of Auburn in both King and Pierce Counties. There is also one location within the borders of the City of Kent.

Director Snyder stated the City has three potential annexation areas, the North PAA (Potential Annexation Area), the South PAA and the Pierce County PAA. The City also has one potential annexation/de-annexation area in the City of Kent.

Director Snyder explained there are different legal requirements for each area. The North Auburn PAA consists of 24 separate parcels,

17.96 acres, King County zoning R4 with a total appraised value just over \$4 million. The South PAA consists of 55 parcels, 16.4 acres, King County zoning R4, with a total appraised value \$8.9 million. The Pierce County PAA consist of 73 parcels, 156 acres of single family residential, with a total appraised value of \$20.7 million.

Director Snyder explained there is property in the City of Kent and the City of Auburn that belong to the neighboring jurisdiction. The Cities could do an annexation/de-annexation process for both properties.

Deputy Mayor Wales asked about the benefits for these citizens if they are annexed into the City. Director Snyder explained it is subjective, the residents receive a higher level of service and some special assessments do not apply because they are within the city.

C. Council Retreat Goals (5 Minute Presentation/10 Minute Q&A)
(Haugan)

Director Haugan provided Council with an update on the Council plan to increase internet access to achieve digital parity by a % by 2020.

Director Haugan reviewed the key driving components and the progress in the first phase; in March of 2016 engineering plans and technology determination are complete, in April of 2016 the detailed location planning is underway and proof of concept location has been defined, by May of 2016 project scope development will be underway and in June of 2016 installation will begin.

There are also other projects underway in the City. Currently IT is working on the infrastructure for an implementation project to go across the river to the Golf Course and an implementation plan for a fiber network at the airport by June of 2016. The City is also working to expand the wireless network.

Councilmember Pelosa asked why a residential area was chosen before downtown. Director Haugan stated it was not chosen before downtown, this is the area where low income students reside that may not have access to the internet.

III. EXECUTIVE SESSION

At 5:32 p.m. immediately following the call to order and roll call, Deputy Mayor Wales recessed the meeting to executive session for approximately 10 minutes in order to discuss pending litigation pursuant to RCW 42.30.110(1)(i). City Attorney Heid, Human Resources and Risk Management Director Roscoe, and Assistant City Attorney Jessica Leiser attended the executive session. It was indicated no final action

would follow the executive session. The executive session was extended for 5 minutes at 5:42 and again at 5:48. The meeting resumed at 5:53 p.m.

IV. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:43 p.m.

APPROVED THIS 2nd DAY OF October, 2017.


Largo Wales, Deputy Mayor
Clerk.


Shawn Campbell, Deputy City