



## PLANNING COMMISSION

March 17, 2015

### SPECIAL MEETING MINUTES

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#### 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 Lee, Commissioner Mason, Commissioner Baggett, and Commissioner Smith who arrived after the approval of minutes.

Staff Present included: Assistant Director Jeff Tate, City Attorney Dan Heid, Planning Services Manager Jeff Dixon, Water Utility Engineer Susan Fenhaus, Utilities Engineering Manager Lisa Tobin, Code Enforcement Officer Chris Barack, and Community Development Secretary Tina Kriss.

Members of the audience present: Jean Lix; Russ Campbell; and Stephanie Bird of Condominium Law Group, PLLC.

#### III. APPROVAL OF MINUTES

##### A. March 3, 2015

Commissioner Copple moved and Commissioner Baggett seconded to approve the minutes from the March 3, 2015 meeting as written.

Motion carried unanimously. 5-0

#### IV. PLANNING DEPARTMENT REPORT

Assistant Director Tate deferred the Planning Department Report until the next meeting in order to bring forward the Public Hearing.

#### V. PUBLIC HEARINGS

##### A. Communal Housing Code Update\* (Tate)

Chair Roland opened the public hearing on the proposed amendments to Auburn City Code (ACC) 18.04 and 18.31 relating to Communal Residences at 6:04 p.m.

Assistant Director Tate provided background information on Auburn City Code 18.04 and 18.31 regarding Auburn's Communal Residences. He distributed the strike through and underline revisions to the regulations that are proposed to be amended.

The Commission and staff discussed the proposed language in ACC 18.04.794 "Renting of Rooms". Clarification was provided by staff that once an owner occupied residence is rented to either two individuals, or over two rooms are rented, an Auburn City Business License is required.

Chair Roland invited anyone for or against the proposed code amendments regarding Communal Residences to come forward for testimony:

Stephanie Bird, Condominium Law Group, PLLC, representing Village Square Condominiums; 10310 Aurora Ave. N., Seattle

Ms. Bird explained that she represents Village Square Condominiums and is concerned with the enforcement of ACC relating to Communal Residences. She also inquired as to how the City determines if an individual is a family member or unrelated, and if a Communal Residence is considered a business under Auburn City Code.

Assistant Director Tate responded to Ms. Bird's questions and addressed how the proposed code amendment would address those concerns. Staff explained what would trigger a Communal Residence and that if a business license is triggered an annual inspection is required providing the City an opportunity to inspect the property for life/health/safety issues and ensure city requirements are met.

Russ Campbell, 31606 126<sup>th</sup> Ave. SE, Auburn

Mr. Campbell expressed his appreciation for the City's response in working through this issue. He explained that Communal Residences have an impact on neighborhoods in that these homes become social dead zones since renters may be occupying a home on a rotating basis for a period as short as one to three months. He stated that the lack of social responsibility for a student's obligation to be accountable for their daily operations and activities is evident as the neighborhood and properties deteriorate. Mr. Campbell expressed that he is frustrated over the fact that with a moratorium in place homes are still being rented out.

With no further questions from the public, Chair Roland closed the public hearing at 6:41 p.m. on Auburn City Code 18.04 and 18.31 regarding Communal Residences. The Commission deliberated.

Commissioner Baggett moved and Commissioner Copple seconded to recommend moving Auburn City Code Amendments 18.04 and 18.31, regarding communal housing, forward to City Council for approval.

Vice-Chair Copple asked staff to clarify if under ACC 18.04.794, the "Renting of Rooms", additional language should be added to clarify that if a property was owner occupied renting to more than two individuals, or more than two rooms were rented, it would require a City of Auburn Business License. Assistant Director Tate stated that with the support of the Commission, staff would evaluate the best way to make that amendment.

Commissioner Smith explained that he would be supportive of determining the number of individuals that can rent a Communal Residence based on a square footage ratio.

Vice-Chair Copple moved and Commissioner Mason seconded to amend the motion on the floor, the amendment would authorize staff add language to ACC 18.04.794 to clarify that if an owner occupied residence is rented to more than two individuals, or the owner is renting more than two rooms, a business license would be required.

Chair Roland took a vote on the amendment to the motion.

Motion to amend approved. 5-1

Chair Roland took a vote on the motion as amended, the recommendation to move Auburn City Code amendments to 18.04 and 18.31 forward to City Council for approval with the additional language clarification to ACC 18.04.794, "Renting of Rooms".

Motion approved. 5-1

At 6:47 p.m. Chair Roland recessed the meeting for a dinner break. Chair Roland reconvened the meeting at 7:10 p.m.

### **OTHER BUSINESS**

#### **A. 2015 Comprehensive Water Plan – Initial Briefing\* (Tobin)**

Utilities Engineering Manager Lisa Tobin explained that the City of Auburn is in the process of updating the Comprehensive Water Plan (Water Plan) and that staff is providing a review of the draft Water Plan this evening before bringing it back April 7<sup>th</sup> for a Public Hearing.

Utility Engineer Susan Fenhaus was introduced and provided an overview of the Executive Summary of the draft Water Plan. The Commission and staff discussed the City's Retail Water Service Area (RWSA) boundaries and potential annexation areas (PAA) and water purveyors that adjoin the City. A discussion was held as to the City's water supply source.

Staff reviewed the City's service area policies, management of the water system, water requirements, or demand projected based on each customer class.

A map outlining the City's four major service areas and the location of key elements of the water distribution system was reviewed by staff. The Commission and staff discussed future water resources, water rights, improvement of existing supply facilities, and water reuse. A discussion was held regarding water quality. Staff explained that the City's system analysis identifies deficiencies in the system and improvement recommendations that may be part of the Capital Improvements Plan (CIP) to meet customer demands through the 20 year planning period.

Staff pointed out that the financial plan is to identify the total cost of providing water services and to provide a financial program that allows the water utility to remain financially viable during execution of the 2015-2021 CIP.

The Commission members requested a hard copy of the draft Water Plan. Staff confirmed that they will provide hard copies of the plan prior to the next meeting.

### **VI. ADJOURNMENT**

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:19 p.m.