	Planning Commission Meeting March 8, 2022 - 7:00 PM AGENDA
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I. Virtual Participation

A. Virtual Participation Information

The City of Auburn Planning Commission Meeting scheduled for Tuesday, March 8, 2022 at 7:00 p.m. will be held virtually and telephonically. 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.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et.seq. and City of Auburn Resolution No. 5581, City of Auburn has designated meeting locations as "virtual" for all Regular, Special and Study Session Meetings of the City Council and for the Committees, Boards and Commissions of the City.

The link to the Virtual Meeting or phone number to listen to the Planning Commission Meeting is:

Join Zoom Meeting
<https://us06web.zoom.us/j/83423743831>
 Meeting ID: 834 2374 3831
 One tap mobile
 1-(253) 215-8782

II. CALL TO ORDER

B. ROLL CALL/ESTABLISHMENT OF QUORUM

C. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

A. October 19, 2021 Draft Minutes from the Regular Planning Commission Meeting

IV. OTHER BUSINESS

A. PSRC Presentation on Vision 2050 and Local Planning

PSRC Staff will provide an introduction to Comprehensive Planning topics in the context of Vision 2050, in advance of the Periodic Comprehensive Planning process beginning in 2022.

B. Review of Planning Commission Rules of Procedures

C. Annual Election of Officers

Each year the Planning Commission elects a Chair and Vice Chair to preside.

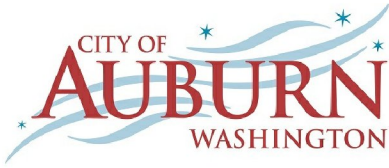
V. COMMUNITY DEVELOPMENT REPORT

Update on Community Development Services activities.

VI. ADJOURNMENT

The City of Auburn Planning Commission is a seven 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, other than approvals or amendments to the Planning Commission Rules of Procedure, are not final decisions; they are in the form of recommendations to the city council which must ultimately make the final decision.



AGENDA BILL APPROVAL FORM

Agenda Subject:

October 19, 2021 Draft Minutes from the Regular Planning Commission Meeting

Date:

February 17, 2022

Department:

Community Development

Attachments:

[October 19, 2021 Draft Minutes from the Planning Commission Meeting](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Dixon

Meeting Date: March 8, 2022

Item Number:



SPECIAL PLANNING COMMISSION

October 19, 2021

Draft MINUTES

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 7:00 p.m. via Virtual Zoom Meeting. Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and City of Auburn Resolution No. 5581, City of Auburn has designated meeting locations as "virtual" for all Regular, Special and Study Session Meetings of the City Council and for the Committees, Boards and Commissions of the City.

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

Commissioners present: Chair Roland, Vice-Chair Lee, Commissioner Moutzouris, Commissioner Stephens.

Commissioner Mason is excused.

Staff present: Planning Services Manager Jeff Dixon, Senior Planner Josh Steiner; Senior Assistant City Attorney, Doug Ruth; Senior Traffic Engineer, James Webb; Senior Transportation Planner, Cecile Malik; Administrative Assistant Jennifer Oliver.

Members of the public present: Ashley Murphy; Dave B; Bob Kenworthy, Auburn School District; Cindi Blansfield, Auburn School District; Michael Swartz, Federal Way School District; Michael Farmer, Dieringer School District, David Bussard, Kent School District.

b.) PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

A. October 5, 2021 – Regular Meeting Minutes

Vice Chair Lee moved, and Commissioner Stephens seconded to approve the minutes from the October 5, 2021, meeting as written.

MOTION CARRIED UNANIMOUSLY. 4-0

III. PUBLIC HEARING

A. CPA21-0001 - 2021 Comprehensive Plan Amendments Conduct public hearing on the 2021 Annual Comprehensive Plan Amendments.

The 2021 Comprehensive Plan amendment docket currently includes a total of 10 proposed amendments. Five updates are annually provided capital facilities plan updates for the city and school districts located within the city. Five updates to various elements (chapters) of the Comprehensive Plan including issues relating to Transportation; Housing; Land Use, and Capital Facilities.

The Policy/Text Amendments are as follows:

- **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 3, Capital Facilities Element.**
- **P/T #7 –Volume 5, Transportation Element**
- **P/T #8 – Volume 2, Housing Element.**
- **P/T #9 – Volume 1, Land Use Element**

City-Initiated Map Amendments (CPA21-0002):

- **CPM #1 – Volume 5: Transportation Element. Several maps found throughout Volume 5 have been updated to reflect current conditions, to address formatting and combine redundant maps.**

Senior Planner, Josh Steiner presented to the Planning Commission a Power Point Presentation of the 2021 Comprehensive Plan Amendments: beginning with the School Districts Capital Facilities Plans .

P/T #1 Auburn School District Capital Facilities Plan

Chair Roland opened the public hearing for P/T #1 Auburn School District Capital Facilities Plan on October 19, 2021, at 7: 11 p.m.

Cindi Blansfield, Assistant Superintendent spoke on behalf of the Auburn School District and updated the Commission on the progress of the new and ongoing construction of elementary schools.

Ms. Blansfield stated that the Auburn School District is in the middle of constructing their bond-approved projects. In June, Chinook Elementary moved out of their building and moved to what was known as old Olympic which is located off of K St SE. That is the interim school for the year. Lea Hill Elementary moved to new Elementary 16 as their interim site for this school year. Ms. Blansfield commented that the sites are moving quickly with construction. The new Pioneer Elementary opened up on October 6 with a ribbon cutting ceremony attended by Mayor Backus who was also an alumnus of the school. Bowman Creek and Dick Scobee Elementary Schools officially opened this time last year however, due to the pandemic, the new schools welcomed the entire school body into the buildings with a ribbon cutting ceremony. Design is well under way for Terminal Park Elementary which is the last elementary to be rebuilt. Ms. Blansfield remarked how exciting it is to have kids back in school this time of year, considering how much they were missed while online schooling took place during the height of the pandemic.

Ms. Blansfield noted that while student population moving was happening this summer, 19 portable classrooms were relocated from elementaries to middle and high schools. The reason for this move was to prepare the elementary school sites for construction but also to help with the tremendous growth that's happening in middle school and high school. The portables will accommodate growth for now. Ms. Blansfield final comments stated that the school board will soon be considering next steps in future facility planning in the Auburn School District and that the Auburn School District appreciates the great relationship that has been established with the City of Auburn.

Bob Kenworthy, Auburn School District Capital Projects Assistant Director, presented the Capital Facilities Plan to the Commission.

The Auburn School District has provided the city with its annually updated Capital Facilities Plan (CFP) covering from 2021-2027. The CFP was prepared by the district staff and adopted by the Auburn School District School Board of Directors on June 14, 2021 and has been subject to separate SEPA review and a Determination of Non-Significance (DNS) prepared by the District. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the Auburn School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- six-year enrollment projections
- Auburn school district level of service standards
- An inventory of existing facilities
- The district's overall capacity of the 6-year period
- District capital construction Plan
- Impact fee calculations

A review of the Auburn School District's updated Capital Facilities Plan indicates the district is requesting a decrease in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$3,652.19, a decrease of \$2,804.12 and the fee for multiple-family dwellings is proposed to be \$8,928.32, a decrease of \$7,387.57.

In 2019 and 2020 the King County formula resulted in very high multiple-family impact fees. Over \$14,000 in 2019 and over \$16,000 in 2021. The school district and the city worked together to create what was thought to be an equitable balance between the costs impact on multiple-family development and the cost impact of the students coming from the multi-family development on Auburn School District. What was set up was a staggered fee schedule and offered discounts between \$2,000 and \$10,000 depending on the number of bedrooms in a unit. The \$10,000 fee discount was applicable for a studio unit. The full calculated impact fee applied to 4- and 5-bedrooms units. This year's calculated impact fee is only \$600 higher than last year's discounted impact fee for one-bedroom units and about \$7,400 less than last year's full calculated fee for 4- and 5-bedroom units. The Auburn School District is asking that the multi-family impact fee be returned to a calculated impact fee based on the formula. Mr. Kenworthy stated that returning to the calculated fee results in an impact fee increase for the studios and one bedroom units and decreases for the 2-, 3-, 4-, and 5-bedroom units.

The Commission and staff discussed.

The Planning Commission asked Mr. Kenworthy to confirm information on the schools that construction had taken place on and whether there was no new construction since the last time the school district and the Commission had met. In the packet it states 5 elementary schools were being replaced. Mr. Kenworthy confirmed that 1 middle school was replaced, 5 existing elementary schools have been replaced with new buildings and two additional elementary schools were added.

The Commission ask for clarification on the impact fees and the reason for returning to the calculated formula that is not staggered based on the number of bedrooms in the dwelling unit. The school district is requesting for it to go back to

the a uniform calculated formula because they cannot increase the fee above the calculated amount but can discount it to zero if they choose to. In the last year, the school district has received an influx of new students from multi-family developments and needed to allow the fee to go up but at the same time it wasn't equitable to charge a \$16,000 impact fee on a studio apartment that was likely going to be occupied by one or two adults. Working with the City, the school district came up with staggered fee approach. The impact fee was based on the calculated amount, but the school district offered discounts for the smaller sized units.

The Commission asked what was happening as far as construction at the high school level. Ms. Blansfield responded that the school board will be meeting soon and considering next steps in future facility planning in the Auburn School District. The school district is growing rapidly, and the board will be looking at the capacity at the middle schools and high schools and discussing future construction for both.

The Commission asked if the capacity was affected by the 19 portables that were moved to the middle and high schools. The Commission commented that with those portables that were moved to the middle schools, would that alleviate that need for building a new middle school. Ms. Blansfield stated that the middle schools are keeping "their heads above water" for the time being. The schools were built with higher capacities. Mr. Kenworthy added that 25 students can be accommodated in a portable classroom at the high school and middle school levels. Currently at the middle schools, the four middle schools combined there are 35 portables and at the 3 high schools there are 25 portables. This gives an idea of how the school district is accommodating all of overflow.

With no other public testimony, Chair Roland closed the public hearing at 7:25 PM.

With no other questions from the Commission, the Commission deliberated.

Commissioner Stephens moved and Commissioner Moutzouris seconded to recommend P/T #1 - Capital Facilities Plan Update for Auburn School District be forwarded on to City Council for approval.

Motion Passed 4-0

P/T #2 Dieringer School District

Chair Roland opened the public hearing for P/T #2 Dieringer School District Capital Facilities Plan Update on October 19, 2021, at 7:26 PM.

Michael Farmer, Superintendent of the Dieringer School District spoke on behalf of the Dieringer School District.

Mr. Farmer stated that pre Covid 19 Pandemic, the district commissioned a company to do a 10-year enrollment forecast and 10-year facilities plan for the district and started to do a high school feasibility study to determine if a new high school would be needed in the near future. The Dieringer School District is the biggest K-8 district in the state. Unfortunately, the pandemic hit, and the school district lost about 200 students. Mr. Farmer stated it had looked like there was a potential need for classroom space or an early learning center, but that has been put on hold as the district waits to see if the enrollment will recover.

The Commission asked that as students finish up their 8th grade year, do they have the choice of going to Sumner or Auburn high school. Mr. Farmer commented that the Dieringer students can go to any district in the state. There are 550 high school aged students, approximately 225 at Sumner High School with a less amount attending Auburn Riverside High School, as well as a smaller amount at Bonney Lake High School. There is also about 40 kids that attend White River high school.

The Commission asked if there was any construction currently taking place within the school district. Mr. Farmer stated that prior to the pandemic, there was growth expected about 10 years out but again that was pre pandemic. The School District hoped to acquire land that is next to Lake Tapps Elementary school and build an early learning center such as preschool, kindergarten, and 1st grade. But the district is still in the process of trying to acquire that land.

The Dieringer School District provided the city with its annually updated Capital Facilities Plan 2021 - 2027. The CFP was adopted by the Dieringer School District Board of Directors in June 2021. The CFP has been subject to separate SEPA review, and a DNS prepared by the district. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the schooldistrict. The Planning Commission action is to incorporate the School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Overview
- An inventory of existing facilities
- Six-year enrollment projections
- Standard of service
- Capacity projects
- Finance plan
- Impact fee calculations

A review of the Dieringer School District's updated Capital Facilities Plan indicates the district has calculated an increase in fees compared to those currently adopted. The net fee obligation for single-family dwellings is \$6,247, an increase of \$2,071; and the fee for multiple family dwellings is \$1,903, an increase of \$1,114. However, as noted in an impact fee letter provided by the District, they are requesting to

maintain impact fees consistent with those currently adopted (no increase). By ordinance No. 2018-88s, Pierce County Council has “capped” a “Maximum Fee Obligation” (MFO) which changes annually based on the Construction Cost Index published by the Engineering News Record. The previous year’s MFO for single family development was \$3,890 and the MFO for multi-family development was \$789. The actual impact fees are established by ordinance through subsequent City Council action and have maintained consistency with the fee amount adopted by Pierce County.

With no other public testimony, Chair Roland closed the public hearing at 7:31 PM.

With no other questions from the Commission, the Commission deliberated.

Commissioner Stephens moved and Commissioner Moutzouris seconded to recommend P/T #2 - Capital Facilities Plan for Dieringer School District be forwarded on to City Council for approval.

Motion Passed 4-0

P/T #3 Federal Way Public Schools Capital Facilities Plan

Chair Roland opened the public hearing for P/T #3 Federal Way Public Schools Capital Facilities Plan on October 19, 2021, at 7:32 PM.

Ashley Murphy, Chief Financial Officer and Michael Swartz, Executive Director of Capital Projects spoke on behalf of the Federal Way Public School District.

Mr. Swartz presented the Capital Facilities Plan Update to the Commission.

The Federal Way School District has provided the city with its annually updated Capital Facilities Plan 2022. The CFP was adopted by the Federal Way School District School Board June 29, 2021. The CFP has been subject to separate SEPA review, and a DNS prepared by the district. Information contained in the School District CFP serves as the basis for the City’s collection of school impact fees on behalf of the school district. The Planning Commission action is to incorporate the School District Capital Facilities Plan into the City’s Comprehensive Plan by reference.

The CFP includes the following:

- Introduction
- Inventory of educational facilities & non-instructional facilities
- Needs forecast, existing & new facilities
- Six-year finance plan
- Maps of district boundaries
- Building capacities & portable locations

- Student forecast
- Capacity summaries
- Student forecasts
- Impact fee calculations
- Summary of changes from the year 2021 plan

A review of the Federal Way School District's updated Capital Facilities Plan indicates the district is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$1,845, representing a decrease of \$1,398 and the requested fee for multi-family dwellings is \$15,073, a decrease of \$930. The actual impact fees are established by ordinance through subsequent City Council action.

The Planning Commission asked how many schools are in the Auburn City limits. There is one elementary school located in the City. No plans for remodeling at this time. The Commission inquired if there will be anymore schools being built in the Auburn City limits in the future. Mr. Swartz commented that not at this time.

With no other public testimony, Chair Roland closed the public hearing at 7:39 PM.

The Commission and staff discussed.

With no other questions from the Commission, the Commission deliberated.

Vice Chair Lee moved, and Commissioner Stephens seconded to recommend P/T #3 - Capital Facilities Plan Update for Federal Way Public School District be forwarded on to City Council for approval.

Motion Passed 4-0

P/T #4 Kent School District Capital Facilities Plan

Chair Roland opened the public hearing for P/T #4 Kent School District Capital Facilities Plan on October 19, 2021, at 7:40 PM.

David Bussard, Director of Capital Planning spoke on behalf of the Kent School District.

P/T #4 – Kent School District Capital Facilities Plan Update

The Kent School District provided its annually updated 2020-2021 to 2026-2027 Capital Facilities Plan. The CFP was adopted by the Kent School District School Board in June 2021 and has been subject to separate SEPA review and a DNS prepared by the district. Information contained in the School District CFP serves as the basis for the City's collection of school impact fees on behalf of the school district. The Planning Commission

action is to incorporate the School District Capital Facilities Plan into the City's Comprehensive Plan by reference.

The CFP includes the following:

- Executive Summary
- Six-year enrollment projection & history
- District standard of service
- Inventory, capacity & maps of existing schools
- Six-year planning & construction plan
- Portable classrooms
- Projected classroom capacity
- Finance Plan, cost basis and impact fee schedules
- Summary of changes to previous plan

A review of the Kent School District's updated Capital Facilities Plan indicates the district is requesting a change in the fee obligations. The net fee obligation for single-family dwellings is proposed to be \$5,818.09, representing an increase of \$125.24 and the requested fee for multi-family dwellings is \$2,457.53, an increase of \$53.90. Both increases are tied to the Consumer Price Index (CPI) of 2.2% for the Seattle Metropolitan Area in 2021. The actual impact fees are established by ordinance through subsequent City Council action.

The Planning Commission inquired if there were any Kent Schools in the Auburn City limits. Mr. Bussard commented that there are currently no schools in the Auburn City limits. However, there are students from Kent that are in the Auburn School District which is why Kent School District participates in the Auburn Comp Plan Update. Mr. Bussard stated that Kent School growth has declined. Between 2016 and 2021, the district lost 2,800 students. Mr. Bussard commented that the district is aggressively trying to figure out where those students went but also realizing that the pandemic has also played a role in reducing those numbers.

With no other public testimony, Chair Roland closed the public hearing at 7:51 PM.

The Commission and staff discussed.

With no other questions from the Commission, the Commission deliberated.

Vice Chair Lee moved, and Commissioner Moutzouris seconded to recommend P/T #4 - Capital Facilities Plan Update for Kent School District be forwarded on to City Council for approval.

Motion Passed 4-0

P/T #5 City of Auburn Capital Facilities Plan Update

Chair Roland opened the public hearing for P/T #5 City of Auburn Capital Facilities Plan Update on October 19, 2021, at 7:53 PM.

Senior Planner Josh Steiner presented to the Planning Commission regarding the City of Auburn Capital Facilities Plan.

P/T #5 – City of Auburn Capital Facilities Plan Update

A Capital Facilities Plan is one of the comprehensive plan elements required by the Washington State Growth Management Act (GMA) (RCW 36.70A). The GMA requires that a capital facilities plan include an inventory of existing capital facilities (showing locations and capacities), a forecast of future needs for such capital facilities, proposed locations and capacities of new or expanded capital facilities, and a minimum of a six-year plan to finance capital facilities with identified sources of funding. The proposed City of Auburn 6-year Capital Facilities Plan 2022-2027 satisfies the GMA requirements for a capital facilities element as part of the Comprehensive Plan.

Each comprehensive plan prepared under the GMA must include a capital facilities plan element. More specifically, RCW 36.70A.070(3) of the GMA requires the following:

“A capital facilities plan element consisting of:

- (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities.
- (b) a forecast of the future needs of such capital facilities.
- (c) the proposed locations and capacities of expanded or new capital facilities.
- (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.”

A capital facility is defined as a structure, street, or utility system improvement, or other long-lasting major asset, including land. Capital facilities are provided for public purposes. Capital facilities include, but are not limited to, the following: streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreation facilities, and police and fire

protection facilities. These capital facilities include necessary ancillary and support facilities.

The City of Auburn 6-year Capital Facilities Plan 2022-2027 is proposed to be incorporated by reference in the Comprehensive Plan, Capital Facilities Element (Volume No. 3).

The Planning Commission asked if grants play into these projects. Does the City budget for these projects and then go seek out the grants or does the city look at grants and then set the budgets and then pre plan as to how many grants the city can expect to receive? City of Auburn Senior Traffic Engineer, James Webb commented that the city is familiar with the regular re-occurring grant opportunities and the city has a good idea of what types of projects we think that will be successful. When staff puts together the 6-year transportation improvement program (TIP) which feeds into the Capital Facilities Plan for transportation, staff identifies projects where they think we will be successful getting grants and anticipates receiving those grants. At times it is successful and other times it is not. But staff anticipates some grant funding over that 6-year period.

The Commission inquired on how many of the projects are traffic mitigation programs. Is the City investing in traffic management. Staff confirmed that the city is indeed investing in traffic management. Staff commented that it may not be mentioned in the Capital Facilities Plan (CFP) because the CFP only includes the subset of all of the transportation plan projects in the 6-year transportation plan. Staff stated there are funds every year that is used to upgrade traffic cameras, and signal infrastructure. There is also individual Capital Projects that build out missing or old infrastructure.

With no other public testimony, Chair Roland closed the public hearing at 7:59 PM.

The Commission and staff discussed.

With no other questions from the Commission, the Commission deliberated.

Commissioner Stephens moved and Vice Chair Lee seconded to recommend P/T #5 - Capital Facilities Plan Update for the City of Auburn be forwarded on to City Council for approval.

Motion Passed 4-0

Chair Roland opened the public hearing for P/T #6 Volume #3 Capital Facilities Plan, P/T #7 –Volume # 5, Transportation Element Plan Update, P/T #8 – Volume # 2, Housing Element Plan Update, P/T #9 – Volume #1, Land Use Element Plan Update, and City Initiated Map Amendments (CPA21-0002) CPM #1 on October 19, 2021, at 8:02 PM.

Senior Planner Josh Steiner presented to the Planning Commission.

P/T #6 – Volume # 3 Capital Facilities Element Plan Update

- Water Services is requesting a 4-year extension of the Comprehensive Water Plan (CWP), which is scheduled to be updated in 2022, through the WA State Department of Health.
- The 4-year extension would allow for a full update in 2024 on same timeline as Periodic Update.
- The current plan analysis period is through 2026.
- Capital projects, water demand, and growth projections are still valid and accurate.

P/T #7 –Volume # 5, Transportation Element Plan Update

- Update Comprehensive Plan to remove one project that is transferred to TIP and add the Main Street Transit-Oriented Development (TOD) Projects.
- Update Maps to reflect current conditions.

The Commission asked how the traffic accident data is used in determining our policies and what improvements the city chooses to fund.. Senior Traffic Engineer, James Webb commented that we definitely look at the crash data to look for locations that we have higher than anticipated crash rates and the severity of those crashes. Staff puts together a Local Road Safety Plan every two years. This is used as a tool to identify locations that have risk factors that may be contributing to crashes. Staff uses this data to identify improvement projects and to use as a tool to seek grant funding for those projects.

P/T #8 – Volume # 2, Housing Element Plan Update

- Staff recommends starting to incorporate Housing Action Plan guidance into the Comprehensive Plan
- Add language recognizing the preparation and adoption of the Housing Action Plan (HAP).
- Using Recommendations from the HAP, one policy statement is proposed to be updated.
- Updated Policy H-24 to reflect the HAP recommendation of minimizing displacement impacts, which is also consistent with the Puget Sound Regional Council (PSRC) Vision 2050, Policy (MPP-H-11) supporting identifying potential physical, economic, and cultural displacement and mitigating to the extent feasible.

The Commission inquired on what “Cultural Displacement” was defined as, as it is referenced under the Housing Element Plan Update. Staff responded

that it means any identity that is longer in a neighborhood; or losing some of the character of a physical place. The Commissioners commented that in communities, as residents age or move on, and new people come in that displacement seems to be a natural process. The Commission and Staff discussed whether there was a specific example here in Auburn or, rather, was this policy something to lay groundwork for the future. Staff further commented that this policy is intended for the future. The Comprehensive Plan is a 20-year plan with a vision and its trying to lay the foundation for the future and how we plan for measures to avoid cultural displacement. The Commission asked if this would affect anything on city land that is on the Muckleshoot Indian reservation. Planning Services Manager Jeff Dixon commented that he couldn't recall a specific cultural displacement example appropriate to Auburn but did remind the Commission that when staff was reviewing the Housing Action Plan, the background report that was a part of that document had information on displacement susceptibility by income. More specifically, staff and the consultant presented back in February of 2021 to the Commission a map that viewed census data tracts in the city that could be most subject to displacement impacts. Planning Services Manager Dixon commented that there are historic Indian reservation boundaries that overlap into the city, but much of the land within these historic reservation boundaries is owned by non-tribal people and would be regulated by the city.

P/T #9 – Volume #1, Land Use Element Plan Update

- This policy supports a Recommendation in the HAP
- Update Policy LU-39 to include affordable housing as an approved supplemental amenity that would allow bonuses in height, density, or intensity limitations.

City Initiated Map Amendments (CPA21-0002) CPM #1

- Several maps found throughout Volume 5 (Transportation Element) have been updated to reflect current conditions, address formatting, and combine redundant maps.

Chair Roland inquired about the label on the west side of the Green River being as "John Reddington Road NE". She asked if this was a mistake. Senior Transportation Engineer, James Webb clarified that Green River Road was on the map on the east side. The label shown is associated with the levee on the west side. The Green River Road is not labeled on the east side of the river on the maps shown in the packet. Chair Roland asked if that was something that could be updated, and staff confirmed that it was an easy fix and would take care of that.

With no other public testimony, Chair Roland closed the public hearing at 8:21 PM.

The Commission and staff discussed.

With no other questions from the Commission, the Commission deliberated.

Commissioner Moutzouris moved, and Commissioner Stephens seconded to recommend:

P/T #6 – Volume # 3 Capital Facilities Element Plan Update

P/T #7 –Volume # 5, Transportation Element Plan Update

P/T #8 – Volume # 2, Housing Element Plan Update

P/T #9 – Volume #1, Land Use Element Plan Update

City Initiated Map Amendments Plan Update be forwarded on to City Council for approval.

Motion Passed 4-0

IV. OTHER BUSINESS

A. Presentation by Senior Traffic Engineer, James Webb on the City Traffic Impact Analysis.

In the past, Planning Commission has expressed interest in knowing more about how the city evaluates traffic impacts of developments. As a result, staff has asked the City's Transportation division to make a presentation.

Senior Traffic Engineer, James Webb introduced himself and presented to the Commission.

Mr. Webb explained that a traffic impact analysis (TIA) is a study which assesses the adequacy of the planned transportation system to accommodate new vehicle trips generated by a proposed development, redevelopment, or land rezoning. These studies vary in range of detail and complexity depending on the type, size, and location of the development.

Mr. Webb explained to the Commission when a traffic impact analysis is needed:

- The development could potentially affect an intersection or corridor where an existing level of service is at or below standard.
- The development generates more than 30 PM or AM peak hour trips on a corridor or intersection.
- The development may potentially affect the implementation of the street system as outlines in the Comprehensive Transportation Plan and Six-Year Transportation Improvement Program (TIP) or of any other documented transportation project.

- The development proposes a rezone of the subject property.
- The original Traffic Impact Analysis for a future development is outdated due to changes in traffic volumes in the vicinity of the proposed project or approved pipeline projects or a change in the proposed land use's trip generation and/or distribution.
- The development could potentially affect safety or requires an analysis to assist in designing appropriate access.

The City has prescriptive elements required in TIAs, but then flexibility depending on project location and size, and considers the trigger(s) for the TIA to be required.

He explained that the applicant's transportation consultant is required to work with City staff to determine the scope of the study. This scoping addresses:

- Trip generation for the proposed land-uses
- Time periods required to be evaluated (typically weekday AM and PM peaks when traffic volumes on the street system are highest)
- Study intersections
- Horizon year (when is the development anticipated to be complete and open)
- Growth rate and pipeline projects
- Signal timing and crash data
- Planned projects identified in the City's TIP

Mr. Webb described the TIA Study Elements:

1. Document Existing Conditions within the study area (a TIA being prepared now would evaluate 2021 conditions).
 1. Existing traffic volumes
 2. Street system and intersection control
 3. Non-motorized facilities
 4. Crash history
 5. Levels of service
 6. Transit service
2. Identify "Background" Traffic (for the anticipated year of opening for the development project)
 1. Estimates traffic volumes (includes background growth rate and traffic generated by approved development projects)
 2. Identifies improvements to the transportation system anticipated to be completed
 3. Evaluates levels of service without the proposed development
 4. With project conditions
 5. Estimates trip generation for the development including credit for existing uses which would be replaced (typically based on industry standards published by the Institute of Transportation Engineers) (pass-by and internal trips)
 6. Documents how these trips will be distributed and assigned to the street system (based on site access and existing travel patterns)

7. Evaluates levels of service with the proposed development
8. Will the project traffic impact non-motorized/transit/or safety?
9. Analysis of parking demand and supply to show adequacy
3. Assess the Impacts – comparison of with project conditions to baseline conditions.
4. Determine Mitigation – to improve traffic operations to baseline conditions or better.

Mr. Webb discussed the TIA requirements specific to rezone applications submitted to the city. Specific rezone requirements do not evaluate a specific development proposal, and instead evaluate the range of impacts of potential development allowed by the land uses of the proposed zoning change relative to existing zoning. Rezone does not always trigger mitigation, and a separate TIA could be required at the time of a subsequent development project.

Staff displayed a graph and spoke about Level of Service or LOS. LOS is a performance measure of traffic operations by letter grade at an intersection or along a corridor that was established by the Highway Capacity Manual. The city has LOS standards adopted in the Comprehensive Transportation Plan. Generally, the city has adopted a LOS standard of “D” for arterial and collector roadways, signalized intersections, stop-controlled intersections and roundabouts. LOS “E” is acceptable at the intersection of two principal arterial streets (for example Auburn Way N with S 277th Street). LOS standards are established to balance between infrastructure needs and ease of mobility. Project impacts are determined against these standards. Higher LOS standards by letter grade are associated with a greater level of road improvements by the city or a developer.

Mr. Webb explained the traffic impact fee is not mitigation for a project impact, but a fee assessed to all development projects based on proposed land uses. The fee is used by the city to fund capacity improvement projects identified in the transportation improvement program. TIA will identify an improvement to improve traffic operations to baseline conditions or better such as:

- signal timing changes/phasing
- Widening a roadway
- Signalization of an intersection
- Roundabout

Specific Examples:

- signal at S 287th Street and WVH (North Auburn Logistics warehouse project)
- Widening and re-channelization on S 316th Street (Canyon Creek residential plat)
- Kersey Way and 50th Street – re-channelization to create refuge/merge lane (Bowman Creek Elementary School)

The Planning Commission commented that there are challenges in Auburn since our blocks are very short and results in a tremendous number of entrances or exits very near the intersection which in turn generates a large number of

accidents. The Commission asked if that fits into this TIA analysis presented or is a more subjective measure. Staff commented that the circumstance cited really fits into neither. It is something that is addressed by a different authority; the city's public works engineering design standards. While staff doesn't disagree with the Commission's comments and concerns about driveways, for new developments there are standards that dictate how many access points they can have and where those driveways are placed. New development is subject to new standards that existing developments didn't have to achieve.

Mr. Webb concluded his presentation with future changes. Staff is developing multi-model level of service standards which will allow evaluation of impacts to non-motorized facilities (pedestrian and bike facilities) to be identified, how LOS is evaluated and what the standards will be revised and traffic impact fees will be revised to include non-motorized projects. Annual updates to the Transportation Improvement Program will take place as well, as updated traffic impact fees, based on the 2022-2027 TIP that go into effect on January 1, 2022, and upcoming Comprehensive Plan Update for 2024.

V. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager, Jeff Dixon reported that The Max House building (formerly containing Nelson's Jewelry) that was located on Main Street that was lost in a fire, now has demolition permits submitted for the teardown of the building. The application is not complete yet, and staff is waiting on the owner to respond. Once the demolition permit is issued Main Street will be closed for a week so the demolition crews can get access with machinery to complete the teardown. This will happen after the Veteran's Day parade.

The Commission asked about the strip commercial center that had contained Athens Pizza mand also had fire damage. Athens Pizza is in progress of being rebuilt with permits and inspections. Staff was not sure of an exact re-open date, but the owners are in process to complete the repairs that were caused by the fire.

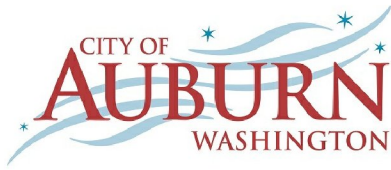
The Copper Gate project is working to get their final certificate of Occupancy (COO) for all of the units at the site in November. They are actively working on marketing the North undeveloped part of the Auburn Gateway site to be developed as commercial space. The developer will be developing a park that is a privately owned park but available for the public to use. It will consist of a stage and an lawn seating area for outdoor movies or small concerts, as well as space for picnic benches and small parking area for standing space for food trucks to visit.

The Commission asked if Sound Transit was still considering various locations for the siting of an Electric bus Base station and if it included Auburn. Staff commented that the pandemic has delayed the project as of right now.

The next regularly-scheduled Planning Commission Meeting would meet in November but at this time it looks as if the November and December meetings will not be needed. Emails will be sent out to confirm.

VI. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 9:11 PM.



AGENDA BILL APPROVAL FORM

Agenda Subject:

PSRC Presentation on Vision 2050 and Local Planning

Date:

February 28, 2022

Department:

Community Development

Attachments:

[PC Memo Upcoming Projects](#)
[Auburn PC](#)

Budget Impact:

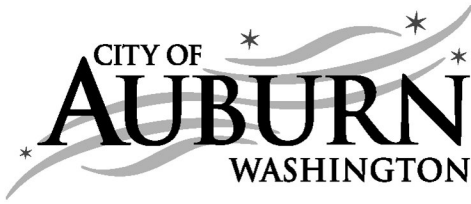
Current Budget: \$0
Proposed Revision: \$0
Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Dixon

Meeting Date: March 8, 2022

Item Number:



Memorandum

To: Judi Roland, Chair, Planning Commission
Planning Commission Members

From: Josh Steiner, Senior Long-Range Planner, Comm. Dev. Dept.
Jeff Dixon, Planning Services Manager, Comm. Dev. Dept.

Date: February 23, 2022

Re: Long-Range Planning Projects Getting Started in 2022

The Planning Services division of the Department of Community Development is anticipating three noteworthy long-range projects that will begin in early 2022. While this is not an agenda item for the March 8th meeting, staff wanted to provide this memo to inform the Planning Commission about these projects and their timelines. Each of these projects has the potential to result in analysis and work products that will eventually be presented by staff to the Planning Commission for consideration, public hearing, and a recommendation to the city council.

Auburn Comprehensive Plan Periodic Update

Each city and county in Washington state is required to conduct a periodic update of its comprehensive plan and development regulations per RCW 36.70A.130 (The Growth Management Act, or GMA). In general, the purpose is to ensure consistency with the Puget Sound Regional Council Vision 2050, the County-wide Planning Policies (for Auburn this means both Pierce and King County), any changes in state laws over the intervening time, and to respond to changing conditions within the local community. Under the GMA, all King County cities, including Auburn are on an 8-year update cycle, with the next comprehensive plan due to be adopted by June 2024. The GMA also defines the “elements” that make up a comprehensive plan. Elements are similar to chapters. Mandatory elements include Land Use, Housing, Capital Facilities, Transportation, Economic Development, Parks and Recreation, and Private Utilities. Each of these elements is required to be fully updated during the 8-year update process. Coordination of this update will be led by Planning Services staff, with assistance from a selected consultant. However, other departments will be serving in a lead role for the specific elements that they oversee (e.g. Parks to oversee Park and Recreation element, Public Works to oversee Transportation element). Because each element relies upon zoning and land use assumptions such as densities and allowable uses, there is a need to closely coordinate the Land Use element update with all of the other elements. To assist in the update process, Planning Services issued a Request for Proposal (RFP) in December 2021 that requested consultant assistance in developing a framework for developing the comprehensive plan update process and for assistance in analysis for specific comprehensive plan elements. The consulting firm of SCJ Alliance was selected, and Planning Services is currently coordinating with the consultant on the schedule and scope of work. The periodic comprehensive plan update process is expected to begin in March 2022.

The Planning Commission will be kept informed of status and progress at regular intervals leading to a public hearing and a development of a recommendation to the City Council. The document will also consider updates to the individual subject-specific comprehensive plans, such as transportation, water, sewer, and stormwater comprehensive plans.

Auburn Downtown Sub-Area Plan & Planned Action Environmental Impact Statement

Planning Services was awarded a grant of up to \$250,000 through the Washington State Department of Commerce to update the Auburn Downtown Plan & Environmental Impact Statement (EIS), last adopted in 2001. The last plan had reached the end of its forecasted 20-year planning period. The scope for this work includes a new, supplemental document that builds from the success of the prior plan while preparing for development over the next 20 years, in addition to a Planned Action EIS. Planning Services staff issued a Request for Proposal in December 2022 requesting consultant assistance in developing the Plan. Two consultants were interviewed, and the consulting firm of MAKERS was selected, with the project anticipated to begin in March 2022, to be completed by June 2023.

This work will take the form of a revision of the Special Area Plan, or sub-area plan that applies to the more specific geographic area of downtown auburn and will coordinate with transit facilities.

Housing Action Plan Implementation Project

As members of the Planning Commission may recall, the City adopted a Housing Action Plan (HAP) in July 2021 that provided preliminary recommendations of goals and strategies to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. To build upon this past work, Planning Services was awarded a \$100,000 grant through the Washington State Department of Commerce to further analyze specific recommendations for potential adoption. ECONorthwest was selected as the consultant to assist staff with this effort, who also assisted in the previous development of the Housing Action Plan.

\$20,000 of the total grant award has been allocated to South King Housing and Homelessness Partners (SKHHP) to develop a database of regulated and unregulated affordable housing in coordination with four other South King County cities. This separate effort is also a Preliminary Recommendation found in the Housing Action Plan. The Housing Action Plan Implementation Project is anticipated to begin in March 2022, to be completed by July 2023.

Feel free to contact either Josh Steiner, Senior Long-Range Planner at jsteiner@auburnwa.gov or 253-804-5064 or Jeff Dixon, Planning Services Manager, at jdixon@auburnwa.gov or 253-804-5033, with any questions.

VISION 2050

VISION 2050 and Local Planning

City of Auburn Planning Commission

March 8, 2022



Puget Sound Regional Council

Overview

- VISION 2050
- Regional Implementation
- Housing and Transit-Oriented Development
- Q & A



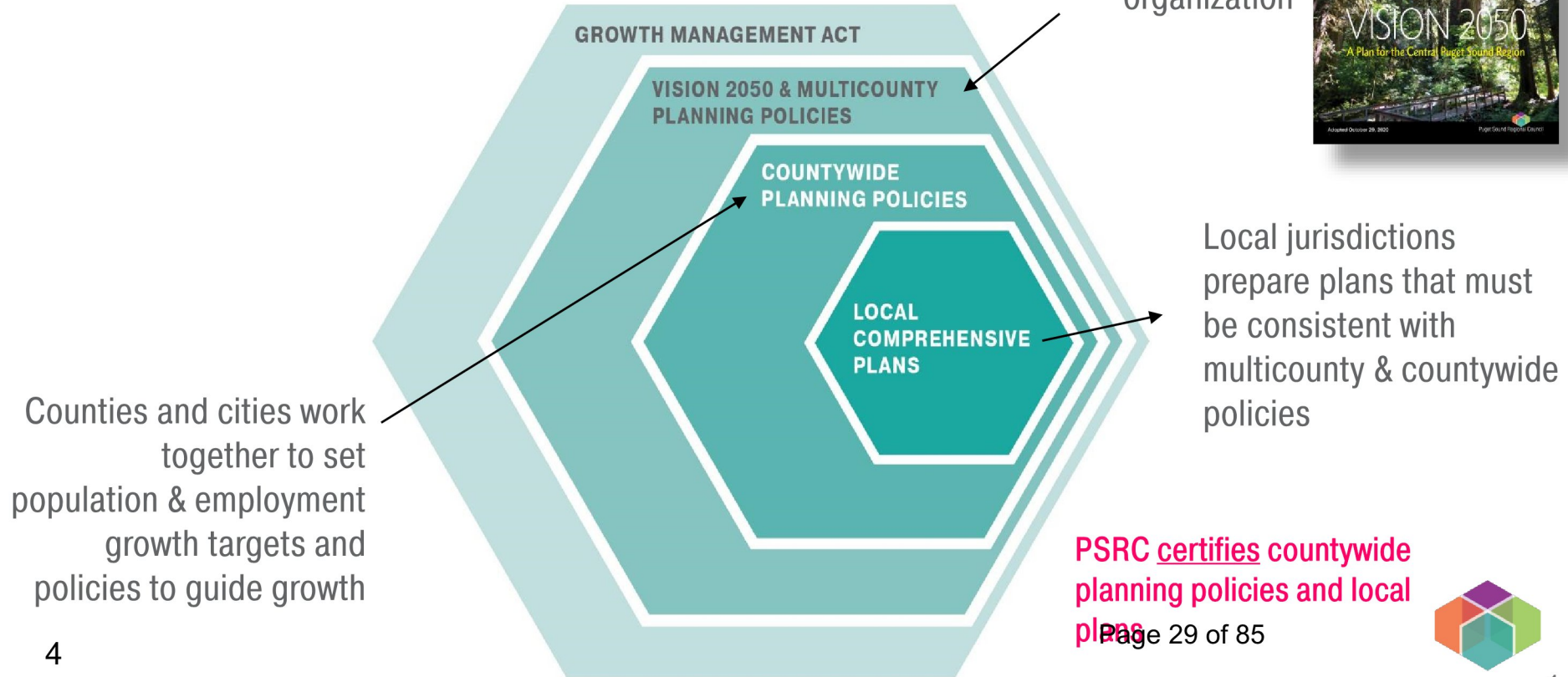
Central Puget Sound Region



- 4 million people
- 4 counties: King, Pierce, Snohomish, and Kitsap
- 82 cities and towns
- Urban and rural
- 6,300 square miles
- 1,000 square miles in urban growth areas



Planning Framework



REGIONAL POLICY DIRECTION

VISION 2050

—Multicounty Planning Policies—
—Regional Growth Strategy—

DETAILED FUNCTIONAL IMPLEMENTATION PLANS

Regional Transportation Plan

—Metropolitan Transportation Plan—

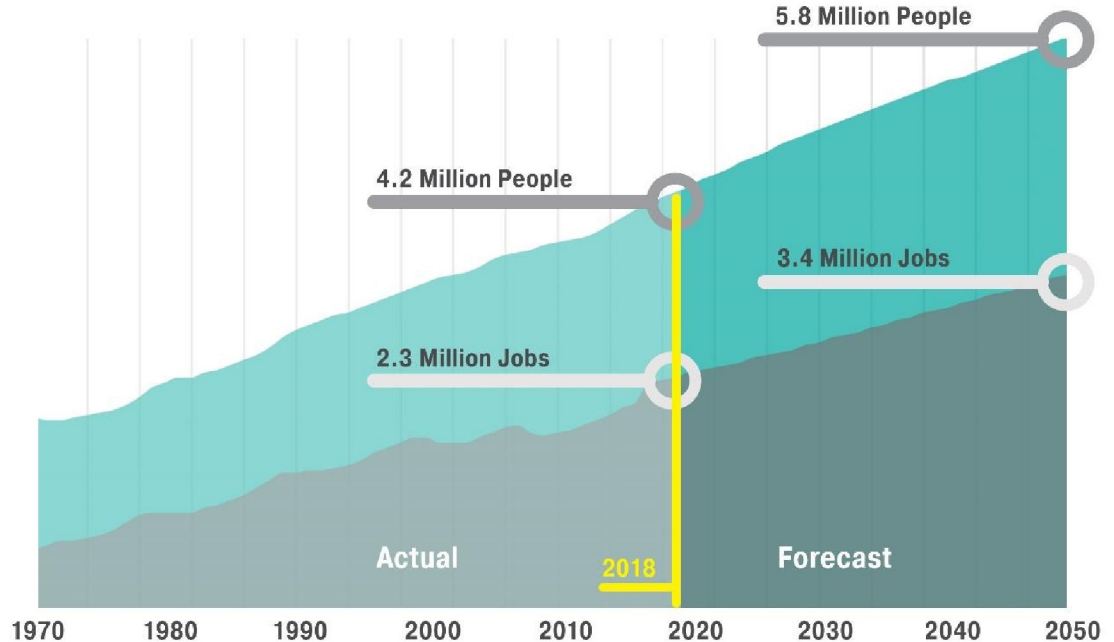
Regional Economic Strategy

—Comprehensive Economic Development Strategy—

Regional 2050 Growth Forecast



- The region is projected to grow by about **1.6 million people** by 2050
- The region is projected to add about **1.1 million jobs** by 2050



Source: PSRC, 2018 Regional Macroeconomic Forecast

Leveraging the Region's Investments

Nearly 30 new miles of light rail in the next 4.5 years

- 2021 - Northgate, Roosevelt and the U District.
- 2023 - the Blue Line to the Redmond Technology Center, 10 new stations
- 2024 another 9 stations: Federal Way, Shoreline, Redmond, Mountlake Terrace, Lynnwood, and Kent/Des Moines

Plus regional BRT systems, freeway expansions, fast ferries & 60+ more miles of light rail





Key Policy Themes

-  Increase **housing** choices and affordability
-  Provide **opportunities** for all
-  Sustain a strong **economy**
-  Significantly reduce greenhouse gas **emissions**
-  Keep the region **moving**
-  Restore the health of **Puget Sound**
-  Protect a network of **open space**
-  Growth in **centers** and near **transit**
-  Act **collaboratively** and support **local efforts**

What's different from VISION 2040?

- Extends planning horizon to **2050**
- Updated growth strategy and aims for **more growth near transit**
- Advocates for **sustainable funding** sources
- Increases recognition of **Native Tribes** and **military installations**
- New chapter on **climate change**
- Directs regional work on **housing** and **equity**





Goals: Overarching plan objectives



Policies: Multicounty principles for regional and local planning



Actions: Step to implement policies



Regional Growth Strategy: numeric strategy to plan for new growth

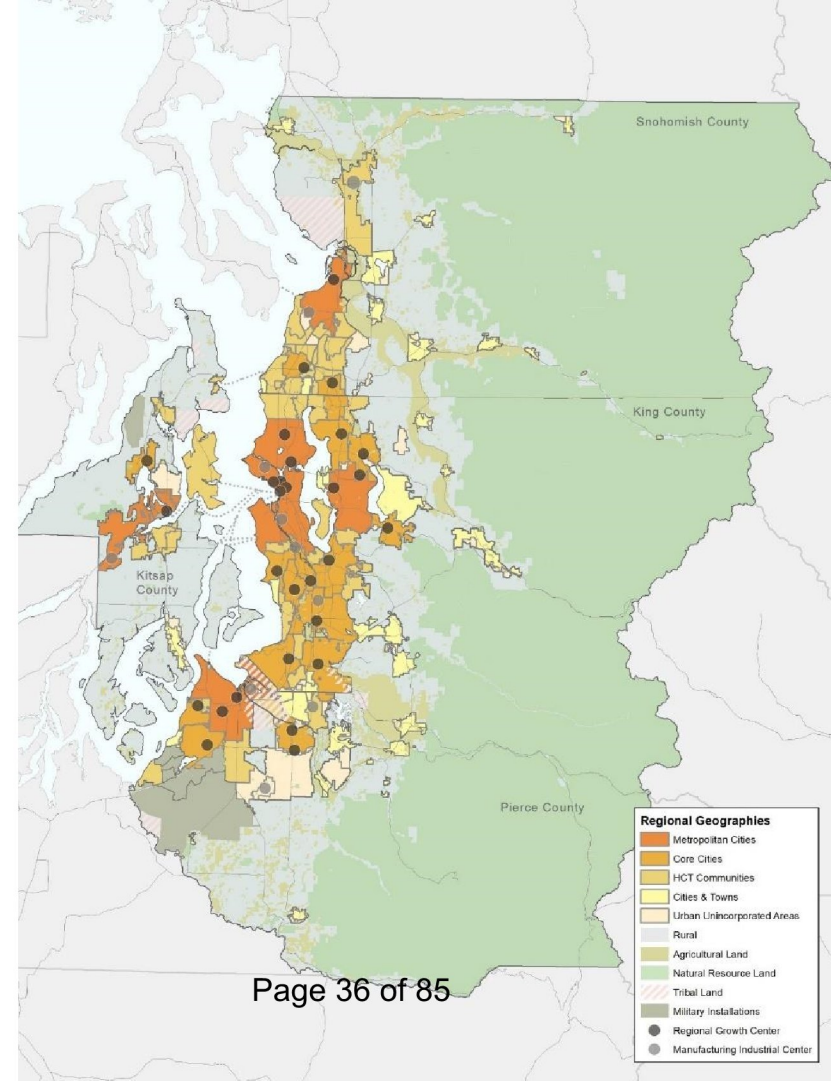
Policy Sections

- Regional Collaboration
- Regional Growth Strategy
- Environment
- Climate Change
- Development Patterns
- Housing
- Economy
- Transportation
- Public Services



Regional Growth Strategy

- Most growth in Metro, Core, and High-Capacity Transit (HCT) Communities
- **65%** of region's population growth and **75%** of employment growth in regional growth centers & near HCT
- Lower growth allocations in urban unincorporated and rural compared with long-term trends
- Better jobs-housing balance by shifting employment allocation from King County



Performance of VISION 2050

Compared to VISION 2040



Land Development



Less land converted - Amount of land converted to new development is substantially less than other alternatives



Transit ridership



Greater transit ridership - Transit ridership increases compared to alternatives



Greenhouse gas emissions



Greenhouse gas emissions reduced – Emissions, compared to 2014 baseline, decrease more than alternatives



Average daily drive time



Better drive times – Average drive time, compared to 2014 baseline, is a greater reduction than alternatives

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**Full analysis provided in Draft SEIS and Final SEIS*



Adopted October 29, 2020



VISION 2050 Implementation

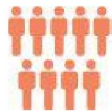


Upcoming Planning Work



Regional Centers Framework

Key part of VISION 2050 & the Regional Growth Strategy



Guide regional growth allocations



Protects rural and natural resource areas



Advance local planning



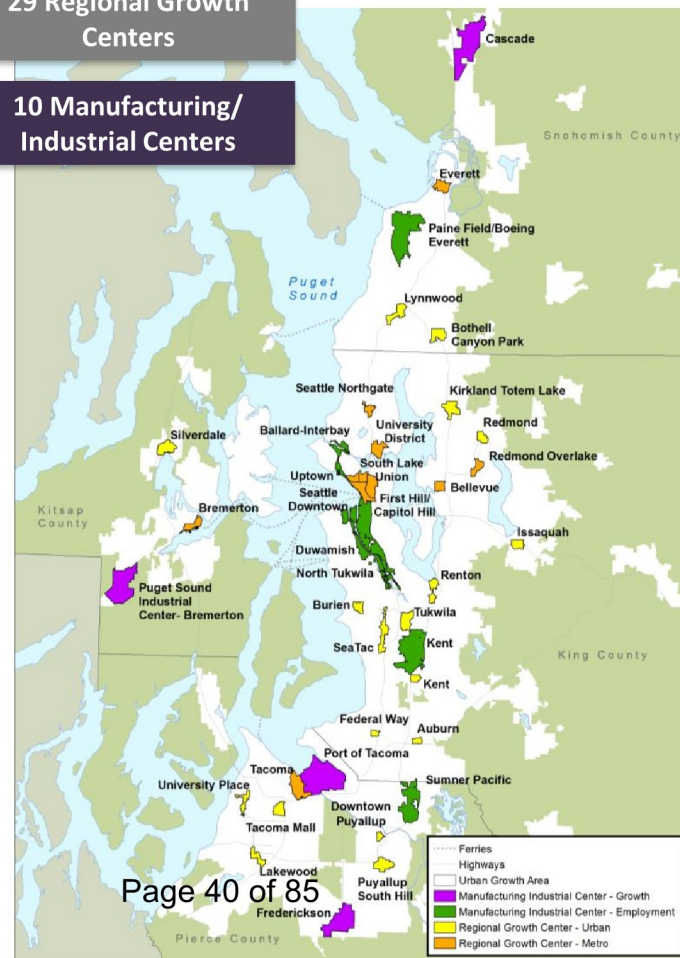
Priority areas for PSRC's federal transportation funding



Inform transit service planning

29 Regional Growth Centers

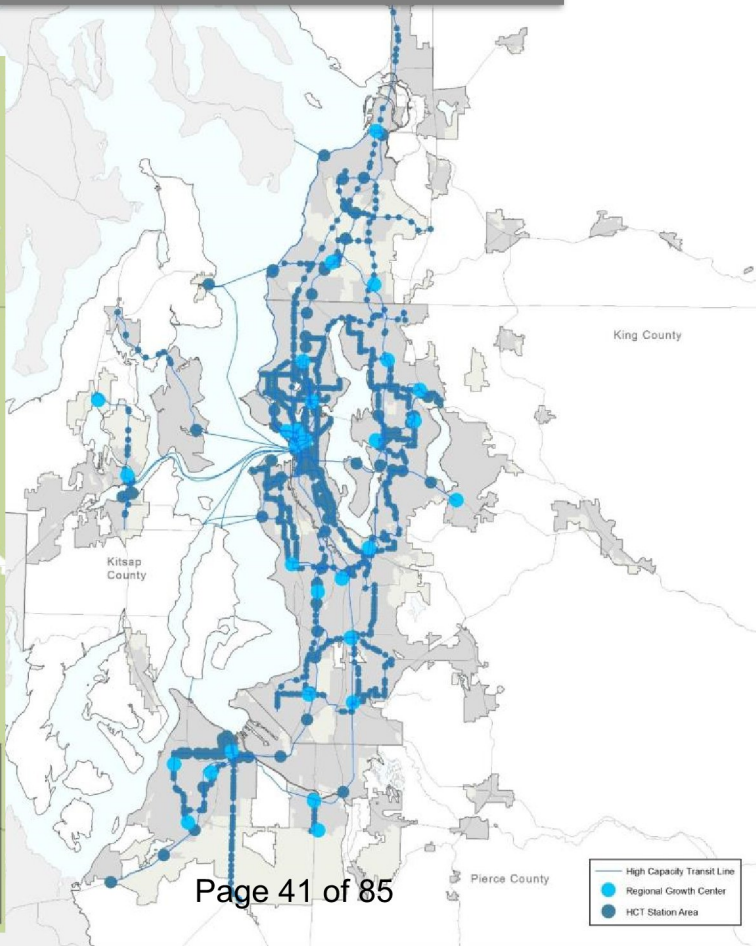
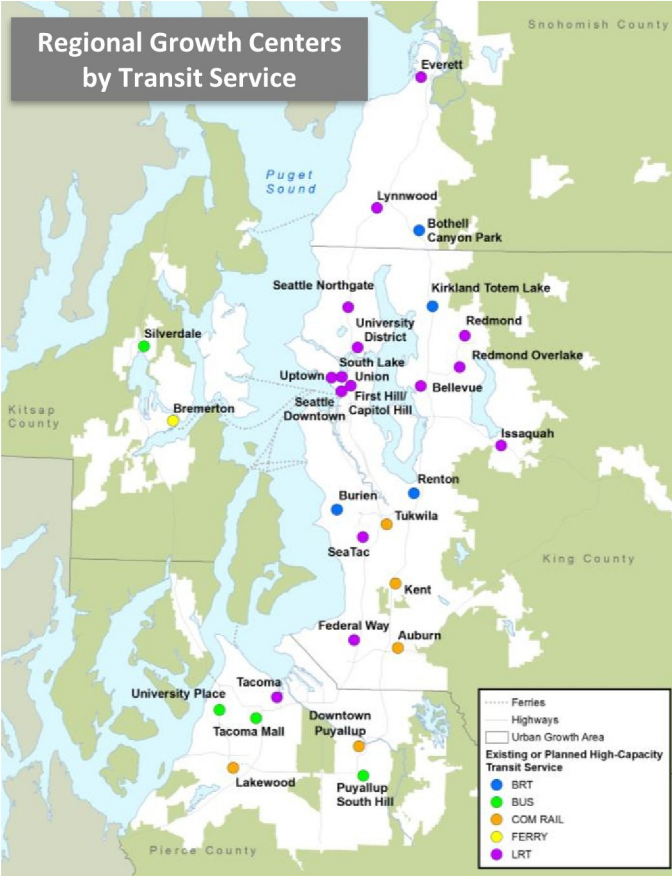
10 Manufacturing/
Industrial Centers



Centers & TOD

Regional Growth Centers and HCT Station Areas

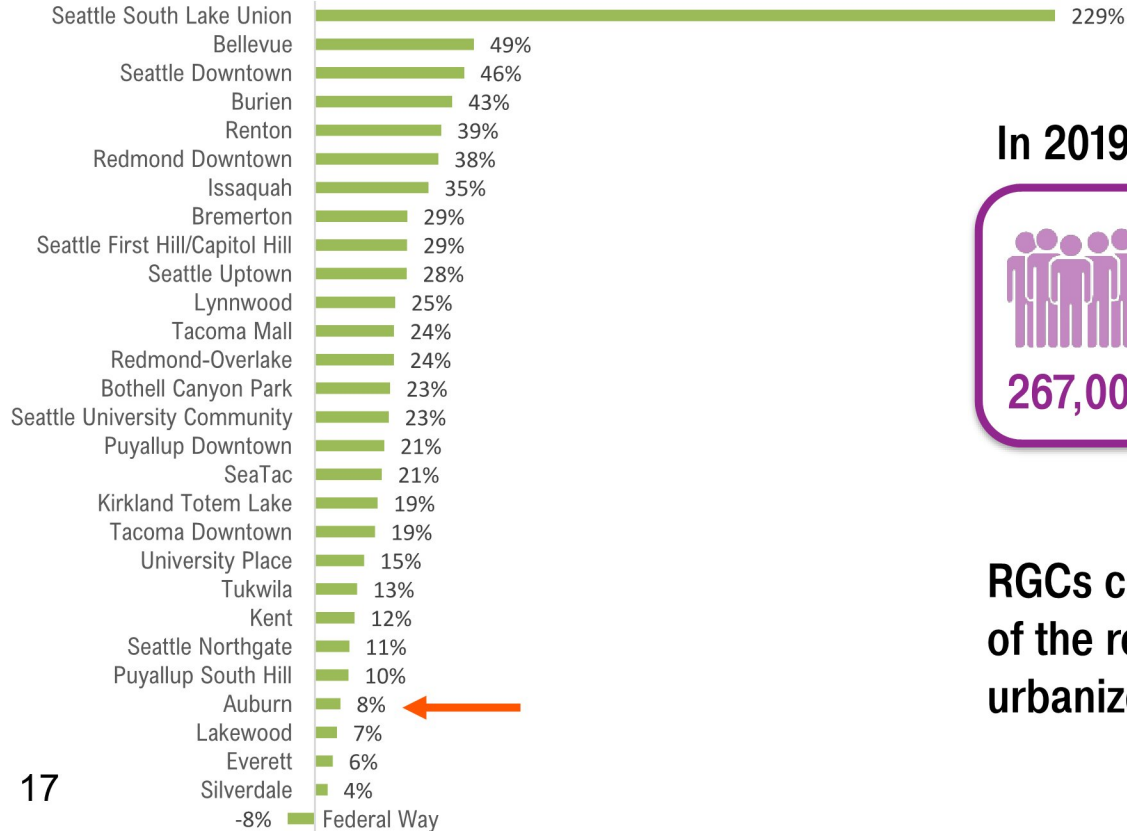
Snohomish County



65% of population growth and 75% of employment growth goal for RGCs and HCT station areas

Growing in Centers

2010-2019 Center Growth Rates



In 2019, regional growth centers had ...



267,000 residents

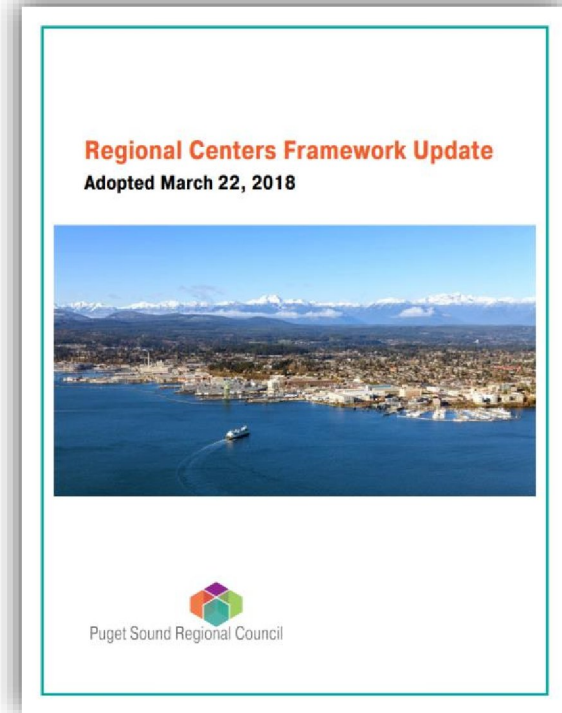


687,000 workers

RGCs comprise **3%**
of the region's total
urbanized area

2018 Regional Centers Framework Update

- New classifications for regional centers
 - RGCs – Urban and Metro
 - MICs –Employment and Growth
- Clearer center planning requirements
- Minimum criteria for countywide centers
- Application window for new designations



Center Typologies

Activity Unit =
Person or Job

Urban RGCs

Metro RGCs

Planned
Activity
units per
acre

25

45

50

75

85

100

Lynnwood

21

Redmond Overlake

60

Seattle

First Hill/Capitol Hill

108



Work Plan Items



Underway

- Administrative procedures
- Market study guidance
- Updating resources for setting mode-split goals and center targets
- Updating the Centers Plan Review Checklist
- Equity, housing, & displacement work



Future Work

- Projects Supporting Centers guidance
- Transit-supportive densities guidance
- 2025 Centers Monitoring

Regional Equity Strategy

Four Categories:

- Capacity building for staff and boards
- Data and research to support PSRC work and members
- Community engagement to inform decision making
- Best practices and other tools

Some components completed in 2022



Regional Economic Strategy

- ✓ A 5-year strategic blueprint for regional collaboration around economic development
- ✓ Builds on other regional planning efforts
- ✓ Implemented by many partners, including the Economic Development District
- ✓ **Adopted in December 2021**

May - Jun

- EDD Board reviews findings
- Online outreach

Jul - Sep

- Prepare draft strategy
- Public comment period

Oct - Dec

- Finalization
- Adoption

Jan 2022

- Submittal to EDA

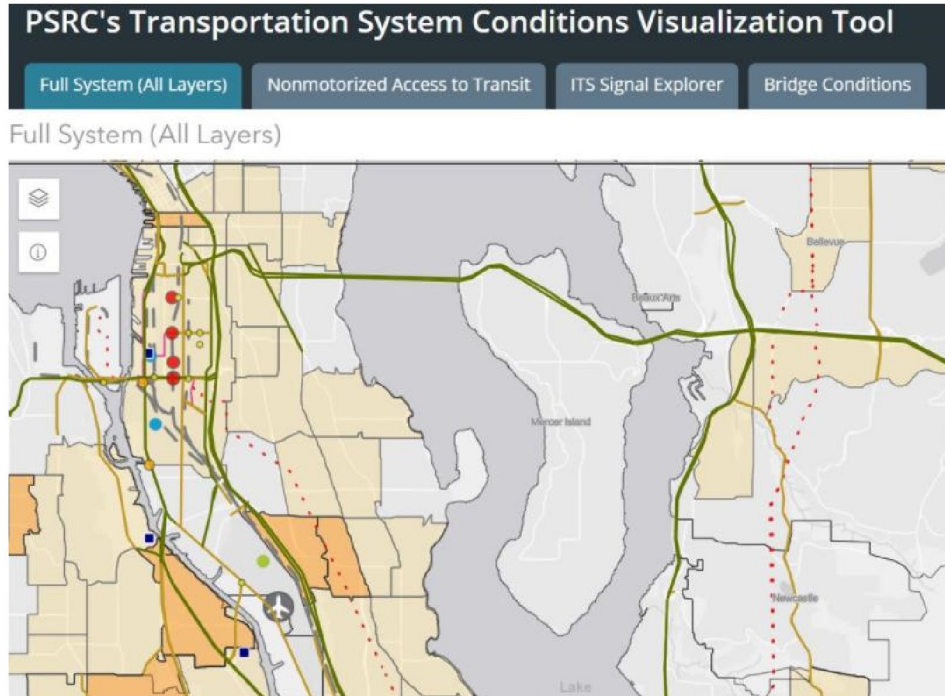


2022 Regional Transportation Plan

Objectives:

- Make progress on existing challenges, address current and future needs of the transportation system
- Provide better data and analysis to support local planning
- Plan for long-term system investments to accommodate future growth

Out for public comment now



Transportation Funding

PSRC distributes ~\$270M in transportation funding annually

- Regional FHWA and FTA Project Selection
- Rural Town Centers and Corridors
- Special Needs



Local Planning

Current work:

- Countywide planning policies and growth targets
- Resources for local jurisdictions
- Ongoing availability to work with cities on local planning

To support 2024 local comprehensive plans



Regional Housing Strategy

Three Key Components:

- What are the gaps between current and projected housing needs and housing supply?
- How can the region address current and projected gaps in housing and supply through coordinated action?
- How do we measure success?



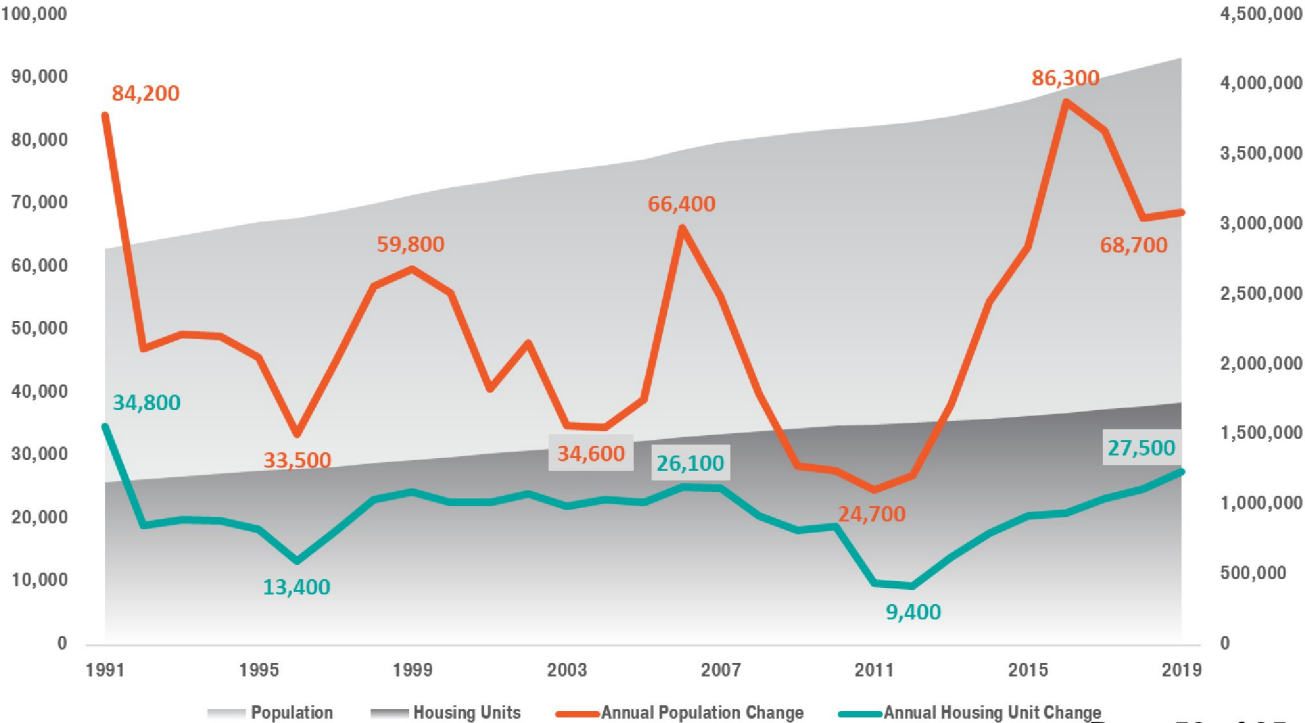
What's Informing the Draft Strategy?

- Regional Housing Policy
- Data
- People
 - Folks impacted by housing access and affordability
 - Folks we usually talk to
 - Folks who work in the housing sector



The region is two years behind in housing production

Annual Population & Housing Unit Trends



Between 2020 and 2050 the region needs 810,000 additional housing units to accommodate future growth



King County – 418,000 units



Kitsap County – 43,000 units

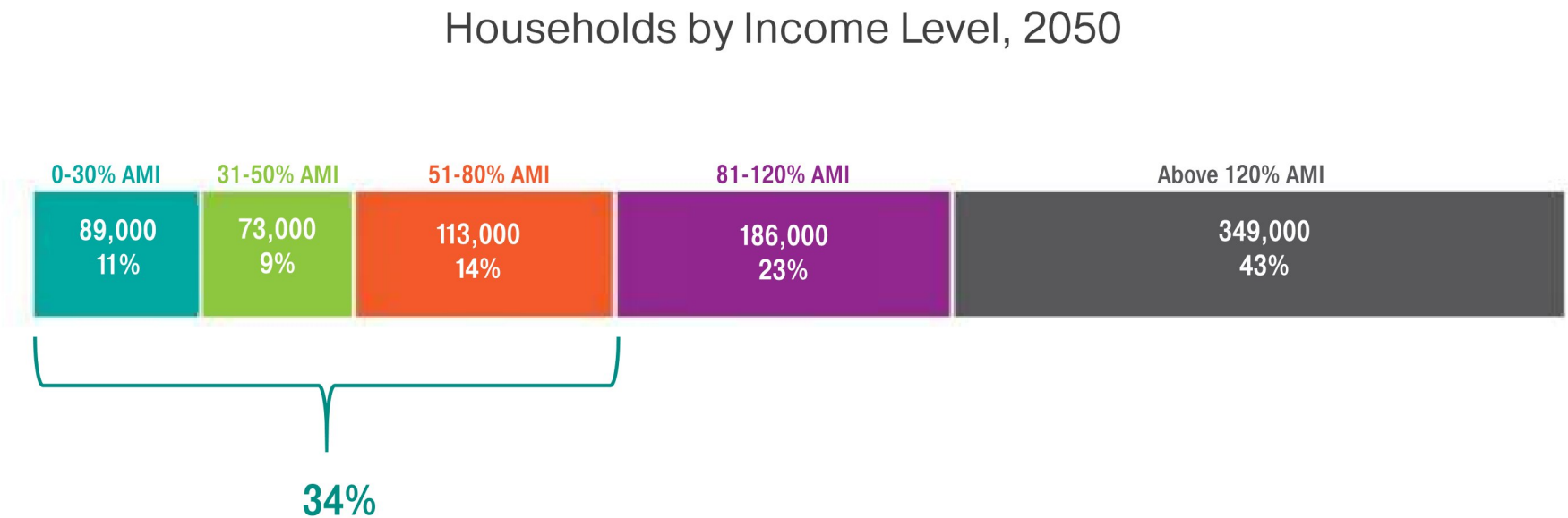


Pierce County – 161,000 units



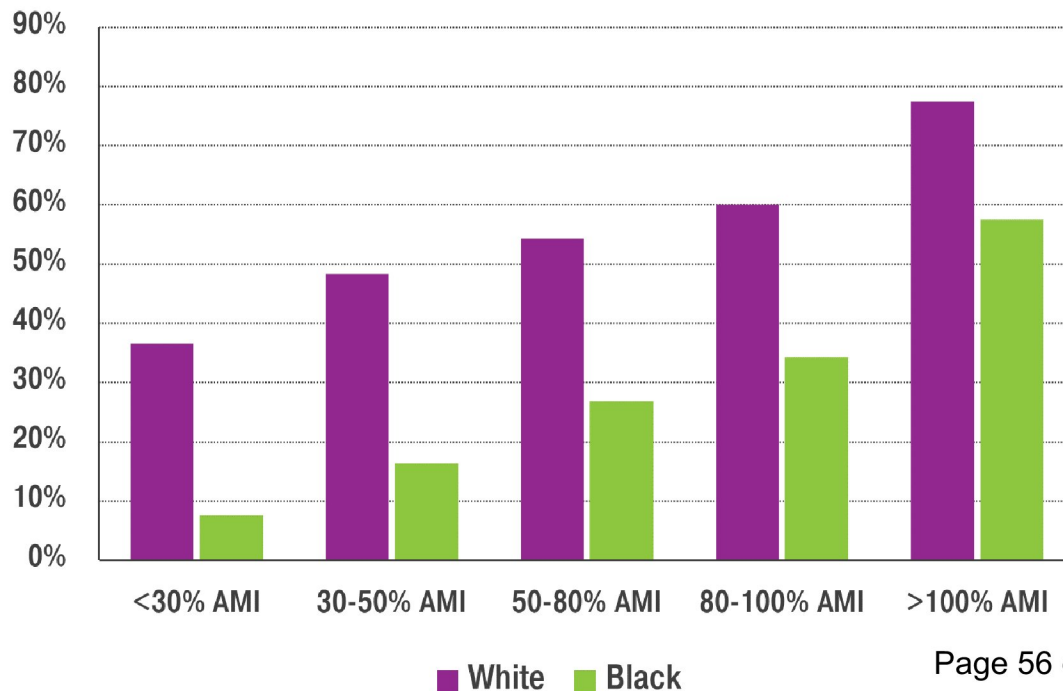
Snohomish County – 187,000 Units
Page 54 of 85

Over one-third of new units should be affordable to moderate- and lower-income households to meet future affordability needs



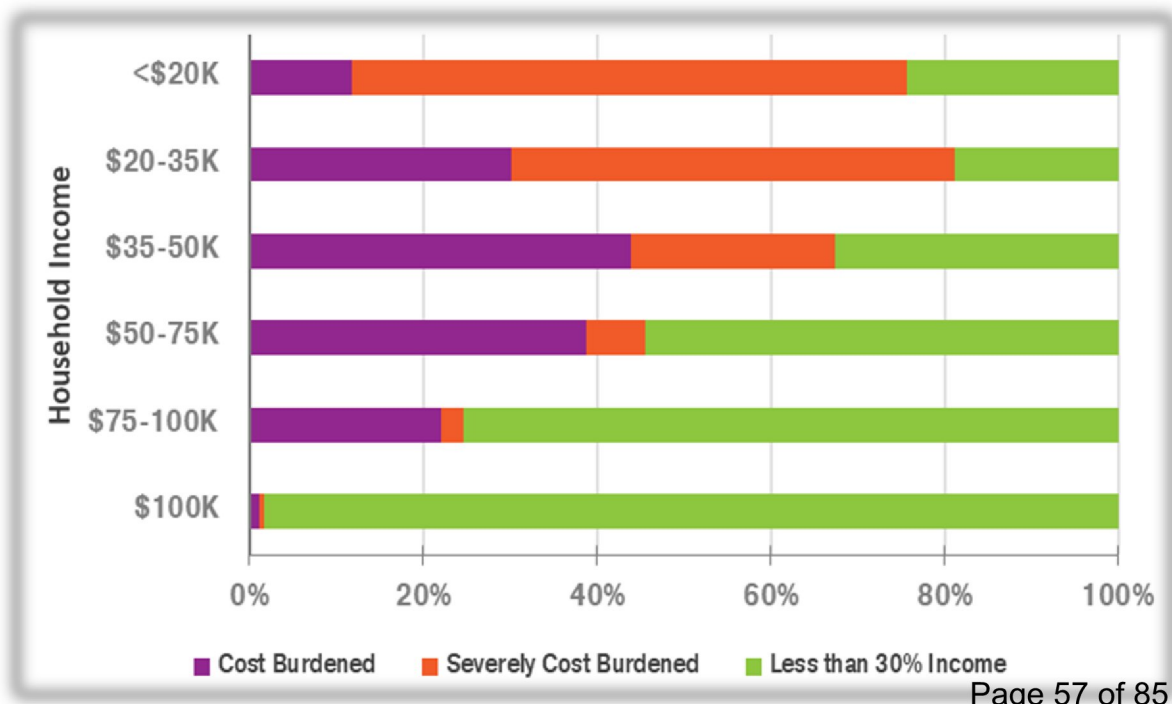
There are substantial disparities in housing access between white and person of color households

Home Ownership By Race and Income



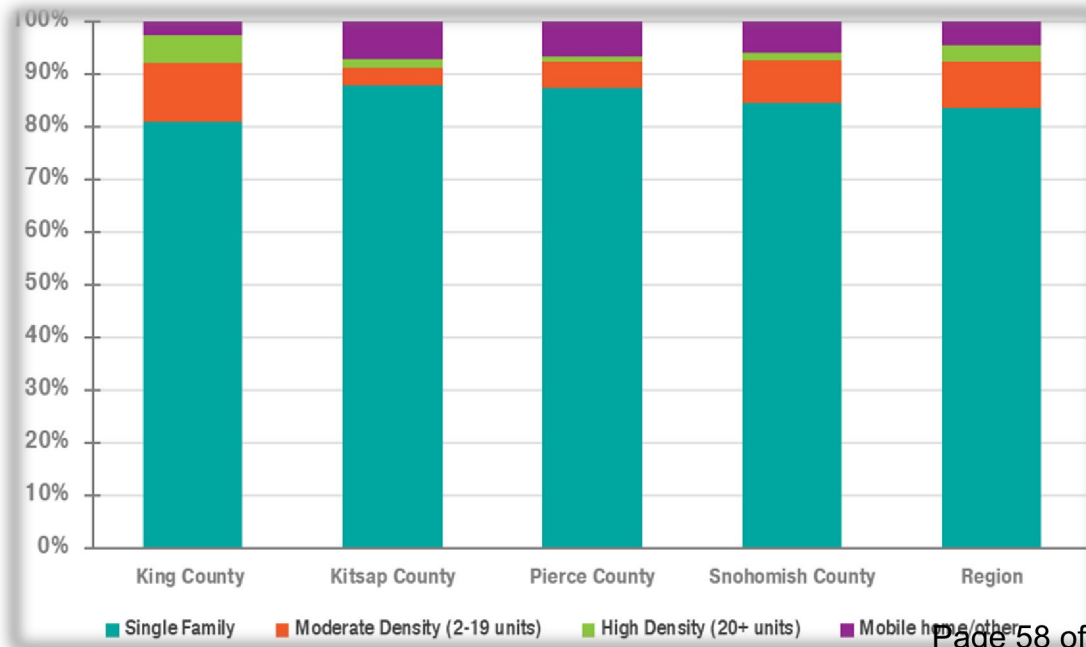
One in two lower to moderate-income households spend the majority of their income on housing

Cost Burdened Households



More diverse housing is needed for residents in all phases of life

Owner Occupied Housing by Units in Structure



Focus Areas for Actions and Tools

Supply



Stability



Subsidy



Supply: Build more housing of different types



- Allow for more multi-family housing choices near transit
- Allow for more middle density housing
- Allow for more housing choices within single-family zones
- Reduce the costs to build housing

Stability: Provide opportunities for residents to live in housing that meets their needs



- Strengthen **tenant assistance and protections** to provide opportunities for residents to continue to live in their communities
- Increase **access to home ownership**
- Increase **services and amenities** to provide access to opportunity in low opportunity
- Incentivize and/or require the **creation and preservation of long-term affordable housing**

Subsidy: Create and sustain long-term funding sources to create and preserve housing for very low-income households and unhoused residents



- Identify public, private, and philanthropic funding to increase affordable housing and access to housing for lower-income families
 - Advocate for **substantial federal and state funding** to address affordability for very low-income households
 - Encourage **major employers to finance affordable housing construction and preservation** to provide opportunities for employees to live closer to where they work
 - Expand **local funding options** and how they are used across the region

Implementation – Regional

	Capacity	Resources	Funding
PSRC	Support state and local efforts to advocate for funding reforms Convene stakeholders to increase collaboration, resource sharing, and public-private partnerships	Provide technical assistance to support local work, including guidance on engaging community members, and model codes and ordinances Provide data and research including ongoing monitoring of implementation efforts, and exploring the feasibility of potential new tools and resources	Explore financial incentives for housing actions

Implementation – Subregional & Local

	Capacity	Resources	Funding
Sub-Regional Agencies	Support state and local efforts to advocate for funding reforms Convene stakeholders to increase collaboration, resource sharing, and public-private partnerships	Support local audits of existing development regulations and revise as needed Increase consistency in development regulations	Establish and/or expand a capital fund Explore establishing a housing benefit district, if enabled
Local Jurisdictions	Join a multi-jurisdictional agency, if applicable	Rezone/upzone Establish/expand tenant and landlord programs Audit existing development regulations and revise as needed	Contribute to multi-jurisdictional agency capital funds, if applicable Audit existing and potential local revenue sources and adopt new sources as needed

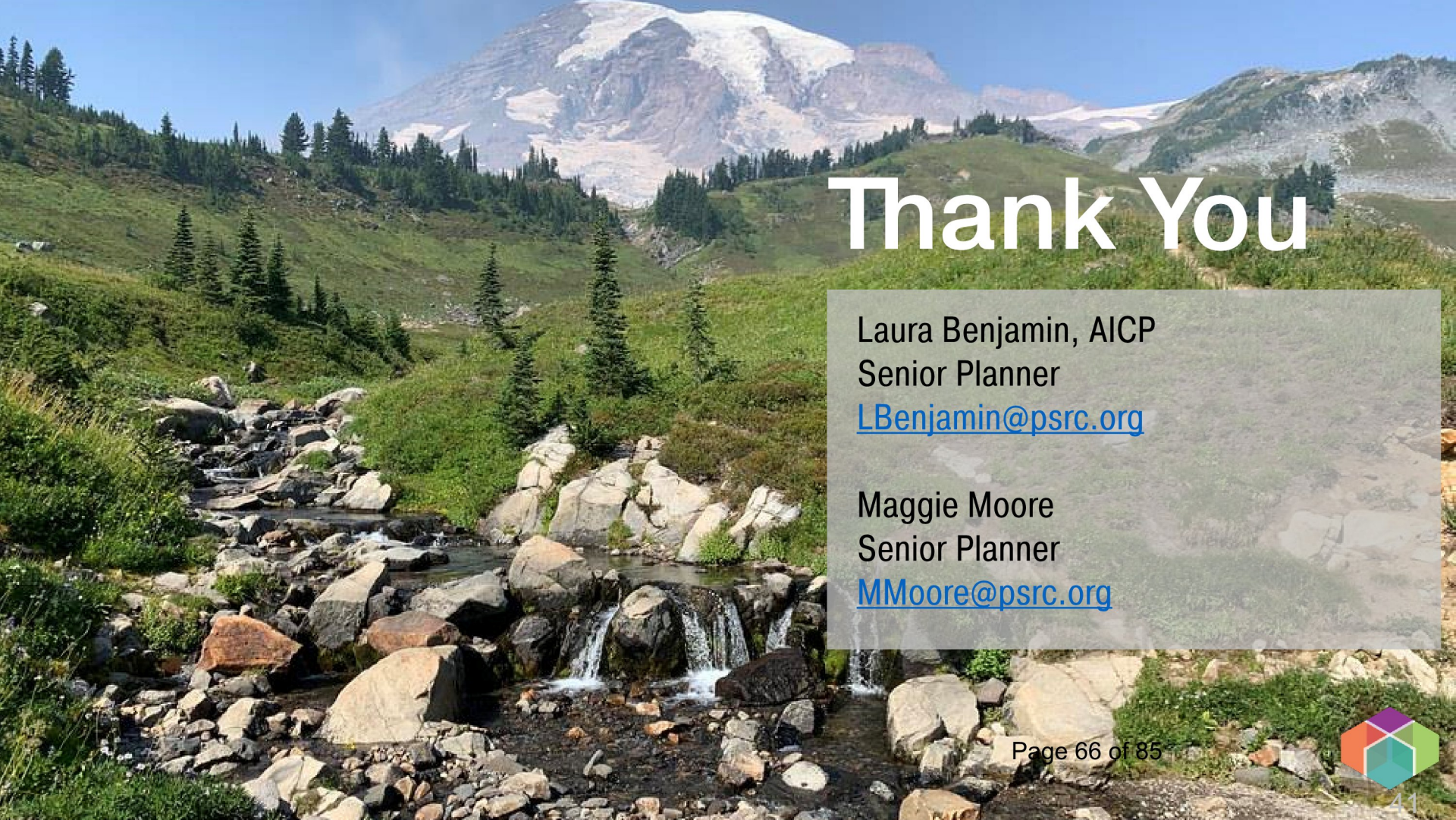
Resources

VISION 2050 – <https://www.psrc.org/vision>

Plan Review – <https://www.psrc.org/our-work/plan-review>

Centers – <https://www.psrc.org/centers>

Regional Housing Strategy – <https://www.psrc.org/regional-housing-strategy>



Thank You

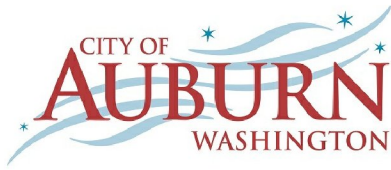
Laura Benjamin, AICP
Senior Planner

LBenjamin@psrc.org

Maggie Moore
Senior Planner

MMoore@psrc.org





AGENDA BILL APPROVAL FORM

Agenda Subject:

Review of Planning Commission Rules of Procedures

Date:

February 28, 2022

Department:

Community Development

Attachments:

[PC Election and Rules of Procedure Memo](#)

[COA PC 2022 Revised Rules of Procedure](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

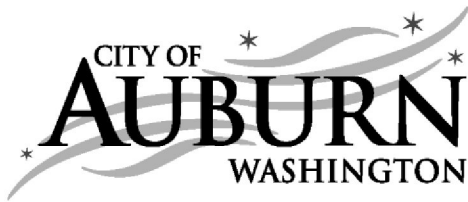
Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Dixon

Meeting Date: March 8, 2022

Item Number:



MEMORANDUM

TO: Judi Roland, Chair, Planning Commission
Planning Commission Members

FROM: Jeff Dixon, Planning Services Manager

DATE: February 16, 2022

RE: For March 8, 2022, Planning Commission Agenda Topics:

- Annual Review of PC Rules of Procedure
- Election of Officers

Distribution of Rules and Procedures

The Planning Commission's (PC) Rules of Procedure were last amended on June 8, 2021. Annually, the Planning Commission reviews the Planning Commission Rules of Procedure document as a content reminder and to consider any modifications.

Election of Officers for 2022 – Section III

Pursuant to the Planning Commission's adopted Rules of Procedure (provided as Attachment A), Subsection III.2 states that the Planning Commission shall elect officers at the first regular meeting of each calendar year, or as soon thereafter, as possible. Since the Planning Commission did not meet in January and February of 2022, staff requests that before the close of the March 8, 2022, meeting, officers should be elected for year 2022. The results of the election will take effect at the following meeting so that new appointees are prepared to serve in their new capacity. The term of office of each officer shall run until the subsequent election.

Modifications to PC Rules of Procedures – Section XIII

Staff Recommendation:

Planning and Legal Dept. staff reviewed the latest adopted Rules of Procedure document and noted a minor addition that is recommended and that is attached and shown in strike-through (deletions) and underline (additions).

As you may recall, last year during the Commission's consideration of code changes to the City's regulations for Wireless Communication Facilities (Cell Towers), there was some confusion about submitting information for the record of the hearing. Changes are proposed to clarify procedures. These are additions shown under a new subsection; "Hearing Record" starting on Page 11.

If after reviewing the document, the Planning Commission has additional changes, these can be discussed, captured by staff, and then these changes can be presented in writing and provided at the next regular meeting as provided in Section XIII, Amendment.

Attachment A – Planning Commission Rules of Procedure as amended June 8, 2021 & with staff recommended changes shown in strike-through (deletions) & underline (additions).

CITY OF AUBURN

PLANNING COMMISSION

RULES OF PROCEDURE

ADOPTED NOVEMBER, 1983
REVISED NOVEMBER, 1988
UPDATED APRIL, 2000
REVISED FEBRUARY, 2007
REVISED APRIL 2, 2013
REVISED MARCH 8, 2016
REVISED May 2, 2017
REVISED February 6, 2018
REVISED , 2018
REVISED June 5, 2018
REVISED March 5, 2019
REVISED March 3, 2020
REVISED June 8, 2021

PLANNING COMMISSION - RULES OF PROCEDURE

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CITY OF AUBURN PLANNING COMMISSION

RULES OF PROCEDURE

We, the members of the Planning Commission of the City of Auburn, do hereby adopt, publish, and declare the following Rules of Procedure:

I. NAME:

The official name of the City of Auburn advisory planning agency shall be "The City of Auburn Planning Commission." The membership and terms of office of the members of the Planning Commission shall be as provided in Chapter 2.45 of the Auburn City Code (ACC).

II. MEETINGS:

1. All meetings will be held at the Auburn City Hall, Auburn, Washington, unless otherwise directed by the Secretary or Chair of the Planning Commission.
2. Regular meetings shall be held on the Tuesday following the first Monday of each month, and shall be open to the public. The meeting shall convene at 7:00 P.M. unless otherwise directed by the Secretary or the Chair.
3. If the first Monday of the month is a legal holiday, the regular meeting shall be held on the following Wednesday. If a regular meeting day (Tuesday) falls on a legal holiday or on the November General Election, the Commission will convene on the following Wednesday.
4. Special meetings of the Planning Commission may be called by the Chair. Special meetings of the Planning Commission may also be called by any three members of the Commission. A minimum notice of 24 hours shall be provided for special meetings in accordance with State law.
5. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the Secretary or Chair provided at least 24 hours in advance.
6. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, most current version, shall govern the conduct of the meetings.

7. Meetings of the Planning Commission shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
8. The Planning Commission may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
9. An agenda shall be prepared in advance of every regular and special meeting of the Planning Commission. Meeting agendas and materials on items on an agenda for a regular meeting shall be provided to members of the Planning Commission not less than five (5) days in advance of the regular meeting. Meeting agendas and materials on items on an agenda for a special meeting shall be provided to members of the Planning Commission as promptly in advance of the meeting as can reasonably be accomplished.

III. ELECTION OF OFFICERS:

1. The officers of the Commission shall consist of a Chair and Vice Chair elected from the appointed members of the Commission and such other officers as the Commission may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Commission's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office of each officer shall run until the subsequent election.
3. If the Chair or Vice-Chair vacates their position mid-term, the Planning Commission will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice-Chair will administer the election proceedings.

IV. CHAIR:

1. The Chair shall preside over the meetings of the Commission and may exercise all the powers usually incident of the office. The Chair shall be considered as a member of the Commission and have the full right to have his/her own vote recorded in all deliberations of the Commission.

2. The Chair shall have power to create temporary committees of one or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations, and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without the approval at the regular or special meeting of the Commission.
3. The Vice Chair shall in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the senior member of the Commission present shall act as Chair for that meeting or may delegate the responsibility to another member.

V. SECRETARY:

The Community Development Director ("Director"), or his/her appointee, shall act as the Secretary for the Planning Commission and shall keep a record of all meetings of the Commission and its committees. These records shall be retained at the Community Development Department.

All public hearings shall be electronically recorded verbatim and may be transcribed upon request of the Director, City Attorney, the majority of the Commission, or City Council. Transcriptions may be requested by other parties, in which case, the costs of transcription shall be borne by the requesting party.

VI. QUORUM:

A simple majority of the appointed members shall constitute a quorum for the transaction of business. A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Commission; provided that if at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

VII. ABSENCE OF MEMBERS:

Participation in Planning Commission responsibilities is essential; not only so that a quorum can be established, but to also ensure that discussions and decision making are as representative of the community as possible. Recurring absence also diminishes a member's ability to vote on matters discussed during prior meetings. It is therefore important for all appointed members to participate to the maximum extent possible. If a member is

unable to participate on a regular basis, it may be appropriate for a member to be replaced. This section of the rules is intended to provide standards that ensure that the regular absence of one member does not become disruptive to, or impede the work of, the full Commission.

In the event of a member being absent for two (2) consecutive regular meetings, or being absent from 25% of the regular meetings during any calendar year, without being excused by the Chair, the Chair may request that the Mayor ask for his or her resignation. To be excused, members must inform the planning commission's secretary in advance if they cannot attend a scheduled meeting.

VIII. ACTIONS DEFINED:

The rules of the Commission impose different requirements according to the type of action before the Commission.

1. Legislative actions are those which affect broad classes of people of the whole City. These actions include adopting, amending, or revising comprehensive, community, or neighborhood plans, or other land use planning documents or the adoption of area wide zoning ordinances or the adoption of a zoning ordinance amendment that is area wide in significance.
2. Quasi-judicial actions of the Planning Commission are those actions which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions include actions that would otherwise be administrative or legislative if applied more widely or city-wide, rather than affecting one or a small number of persons or properties. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of general or area-wide significance.
3. Organizational actions are those actions related to the organization and operation of the Commission. Such actions include adoption of rules, directions to staff, approval of reports, election of officers, etc.

IX. AGENDA:

An agenda shall be prepared for each meeting consisting of the following order of business:

1. CALL TO ORDER
 - a) Roll Call/Establishment of Quorum

- b) Pledge of Allegiance
2. Approval of Minutes
3. Public Hearings
4. Other Business Items as Appropriate
5. Community Development Report
6. Adjournment

Additional items may be added to the agenda by the Planning Commission. The Chair shall have the discretion to amend the order of business.

X. PUBLIC HEARINGS:

The procedure for conducting all public hearings will be as follows:

1. Chair opens the public hearing and establishes whether the proponent, if applicable, is in attendance.
2. Staff Report.
3. Testimony of Proponent, if applicable. Persons addressing the Commission, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes, in addition to filling out the speaker sign in sheet available at the Secretary's desk. All remarks will be addressed to the Commission as a whole. The Secretary shall serve as timekeeper. The Presiding Officer may make exceptions to the time restrictions of persons addressing the Commission when warranted, at the discretion of the Presiding Officer.
4. Chair calls for other testimony, either for or against. Testimony must be called for three times. The Chair shall have the discretion to set time limits on individual public testimony.
5. All testimony and comments by persons addressing the Commission shall be relevant and pertinent to issues before the Commission's public hearing. The Chair shall have the discretion to rule on the relevance of individual public testimony.
6. Questions of staff or persons presenting testimony. Questions by Planning Commissioners that are intended for persons who have provided testimony shall be directed through the Chair. Questions to persons who have provided testimony shall be relevant to the testimony that was provided.
7. Chair closes public hearing.

8. A public hearing may be reopened by motion duly seconded and approved by a majority vote to accept additional testimony.
9. Deliberation.
10. Voting:
 - A. The Chair shall call for a vote.
 - B. Members shall vote by voice, unless a member is unable to do so or a member requests a vote by show of hands. If unable to vote by voice, a member shall make a clear expression of the member's vote through raising a hand, sending an electronic message or electronic signal that can be seen by all other commissioners simultaneous with the vote, or other similarly clear and timely action. Any member, including the Chair, not voting or submitting an unclear vote shall be recorded as voting in the negative.
 - C. The Chair or a Commission member may request that the Secretary take a roll call vote or a vote by show of hands. Also, to ensure an accurate record of voting, the Secretary may take either on his/her own initiative.
 - D. A member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness. If any member of the Planning Commission wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote, that member shall so advise the Commission, shall remove and absent himself/herself from the deliberations, and considerations of the matter, and shall have no further participation in the matter. The member should make this determination prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain. A member may confer with the City Attorney to determine if the member is required to abstain.

If the intended abstention can be anticipated in advance, any conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the Planning Commission. If that cannot be done, the member should advise the Chair that he/she has an "abstention question" that he/she wants to review with the City Attorney, in which case, the Chair shall call a brief recess for that purpose before proceeding further.

- E. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
- F. No member may participate in any decision if the member had not reviewed the staff reports and testimony presented at the hearing on the matter. Such member may, however, listen to the recording of the hearing in order to satisfy this requirement.

11. Continuing an Item:

If the Commission wishes to continue a public hearing item, the Chair should open the public hearing, solicit testimony, and request a motion from the Commission to continue the public hearing item to a time, place, and date certain. If any matter is tabled or postponed without establishing a date, time, and place certain, the matter shall be scheduled for a hearing pursuant to Auburn City Code (ACC) Section 18.68.040 before the matter may be considered again.

12. Findings of Fact:

The Commission should adopt findings of fact and conclusions for actions taken involving public hearing items. The findings and conclusions may be approved by any one of the following methods:

- A. The Commission may adopt in whole, in part, or with amendments, the written findings prepared by staff. Motions to approve the staff recommendations shall be deemed to incorporate such findings and conclusions unless otherwise indicated. Such findings and conclusions do not have to be read in order to be deemed a part of the record.
- B. The motion to take action may adopt oral finding of fact statements made by Commission members or staff during the hearing or deliberation.
- C. The motion to take an action may direct that additional written findings and conclusion be developed based on the hearing and deliberation of the Commission.
- D. Findings and conclusions may be approved or amended at any time by the Planning Commission, but all such actions shall be based on the record of the matter at hand.

13. Order of Hearings:

Normally the order of hearings shall be as published in the agenda. However, the Chair in order to avoid unnecessary inconvenience to people wishing to testify, or the late arrival of a proponent, may change the order as may be necessary to facilitate the meeting. If the proponent does not appear at the public hearing, the Planning Commission may continue the public hearing until the next meeting in order to ensure adequate consideration of the proposal. However, in such case the Chair shall take whatever testimony that may be given before accepting a motion to continue pursuant to Section (8).

14. Hearing Record

A. The “record” for a public hearing shall consist of all testimony or comments presented at the hearing and all documents or exhibits that have been submitted, according to these rules, in connection with the matter being considered. Specifically, the record shall include, but not limited to the following:

- Recordings of a hearing, including all testimony presented at a hearing;
- The hearing agenda, attendance sheet(s), and the Secretary’s minutes;
- All final staff recorded testimony, presentations, documents, maps, reports, memos, and other staff-produced evidence submitted to the Commission to assist it make a decision or recommendation regarding the agenda topic that is the subject of the hearing;
- All submissions to the City by the proponent of the subject matter of the hearing;
- The Planning Commission’s findings of fact and formal recommendation, and record of any other action taken by the Commission;
- Any document publicly cited by the Commission or a Commission member in connection with a decision or recommendation.

B. Anyone wanting to submit into the record physical evidence (e.g., documents, letters, photographs, maps) shall provide the evidence to the Secretary of the Planning Commission. Persons may submit evidence by email or other electronic means to:

planning@auburnwa.gov

or by post mail to:

Secretary of the Planning Commission
Community Development Dept.

City of Auburn
25 West Main St
Auburn, WA 98001-4998

Additionally, a person may submit physical evidence into the record at the public hearing. However, Commission members may not be able to consider voluminous evidence that is submitted at the time of the hearing. The Secretary will enter the evidence into the record without the necessity of it being read into the record and shall make note in the minutes that the evidence was entered. Persons submitting physical evidence are discouraged from reading verbatim the evidence at a hearing; they are encouraged rather to summarize such evidence during testimony. All material submitted to the record by whatever means may be subject to disclosure to the public under the Public Records Act, RCW 42.56.

C. The Planning Commission will accept physical evidence into the record prior to the date and time of the close of the public hearing. The Commission may close the record at an earlier time upon approval by a majority of the Commission. If the Commission reopens a hearing, the record shall also be reopened to submission of evidence. The Commission may accept evidence into the record after close of a hearing if it has not already adopted a recommendation or decision on the matter being considered and if a majority of the Commission finds that the Commission would substantially benefit from the material being submitted into the record.

D. All physical evidence shall be suitable for copying for distribution (e.g. will be legible and on paper not exceeding 8-1/2 x 14 inches in size) and shall identify at the top of the first page or on a cover sheet the date(s) of the public hearing, the date the evidence was submitted, and the submitter's contact information. All pages shall be consecutively numbered, regardless of the number of different documents submitted. Any submitted material proposing revisions to Auburn City Code shall show the revisions by striking out the text proposed to be removed from the code (e.g. for example) and underlining text proposed to be added to the code (e.g. for example).

5. Submitted evidence must consist of less than 100 pages, unless a majority of the Commission approves accepting submissions exceeding that number. If the Commission does not so approve, a person submitting evidence exceeding this page number shall have 3 business days from the close of the hearing to comply with the page limit.

XI. CONDUCT:

1. These rules are intended to promote an orderly system of holding public meetings and public hearings.
2. Any person who causes a disruption by making personal, impertinent or slanderous remarks or noises, by using speech intended to incite fear of violence, by failing to comply with the allotted time established for the individual speaker's public comment, by yelling or screaming in a manner that prevents the Commission from conducting the meeting, or by other disruptive conduct while addressing the Commission at a public hearing may be barred from further participation by the Presiding Officer, unless permission to continue is granted by a majority vote of the Commission.
3. No comments shall be made from any other location other than the podium, lectern or table set up for people to address the Commission at a public hearing, unless approved in advance by the Chair, and anyone making irrelevant, distracting, or offensive comments or noises that are disruptive may be subject to removal from the meeting.
4. Demonstrations, disruptive applause, other disruptive behavior, or audience interruption during anyone's presentation are prohibited. It is distracting to the Commission, the audience, and persons testifying.

XII. CONFLICT OF INTEREST:

1. Any member of the Commission who in his or her opinion has an interest in any matter before the Commission that would tend to prejudice his or her actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial.
 - A. No member of the Planning Commission may use his or her position to secure special privileges or exemptions for himself, herself, or others.
 - B. No member of the Planning Commission may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.

- C. No member of the Planning Commission may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- D. No member of the Planning Commission may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.
- E. No member of the Planning Commission may take any action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.

2. Appearance of Fairness:

Commission members shall strive to follow, in good faith, the Appearance of Fairness Doctrine as established under Washington State Law as it applies to quasi-judicial decisions (RCW 42.36) even for legislative actions before the Commission. The doctrine includes but is not limited to the following:

- A. Members shall avoid communicating in respect to any proposal with any interested parties, other than staff, outside of public hearings. Written communication from an interested party to a member may be permitted provided that such communication is made part of the record.
- B. Members shall avoid drawing conclusions regarding decisions until after the public hearing is closed.
- C. Members shall avoid participating in decisions which affect their or any family member's property, personal or business interest, or organization.
- D. Members shall avoid participating in decisions in which a preconceived bias or conclusion has been formed in the mind of the member prior to the hearing.
- E. If any concern relating to Items A through D- should arise, the affected member shall declare at the start of the public hearing on the matter, the extent of such concern and whether the member's decision has been influenced. If the member has been influenced, or if the extent of the concern is significant, the

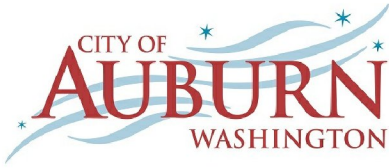
member shall be excused by the Chair from the meeting room and his vote recorded as an abstention.

If, under these rules, a quorum would be excused from the meeting, the Chair in order to establish a quorum, shall under the rule of necessity, permit sufficient members (beginning with those who are least affected by these rules) to participate in the decision.

These rules are intended to be consistent with RCW 42.36. In the case of any conflict, RCW 42.36 or applicable case law shall govern.

XIII. AMENDMENT:

The Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting. By a two-thirds affirmative vote of the quorum present at a meeting, the Commission may suspend the rules as authorized by Robert's Rules of Order, except when such suspension would conflict with state law or city ordinance.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Annual Election of Officers

Date:

February 28, 2022

Department:

Community Development

Attachments:

No Attachments Available

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

Meeting Date: March 8, 2022

Staff:

Item Number: