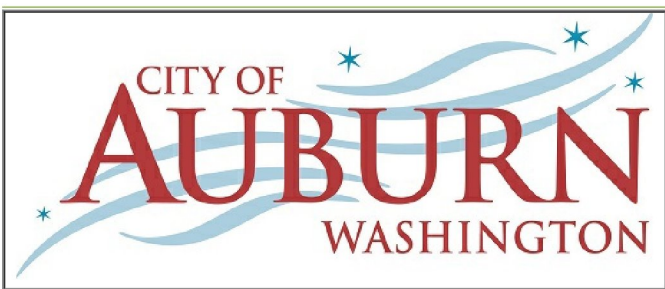


|                                                                                   |                                                                                                                                         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Planning Commission Meeting</b><br/> <b>March 5, 2024 - 7:00 PM</b><br/> <b>City Hall Council Chambers</b><br/> <b>AGENDA</b></p> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

## **I. PUBLIC PARTICIPATION**

### **A. Public Participation Information**

The City of Auburn Planning Commission Meeting scheduled for Tuesday, March 5, 2024 at 7:00 p.m., will be held in-person and virtually. To attend the meeting virtually, please click one of the links below, or call into the meeting at one of the phone numbers below:

Join Zoom Meeting

<https://us06web.zoom.us/j/81477610012>

Meeting ID: 814 7761 0012

One tap mobile

+12532050468,,81477610012# US

+12532158782,,81477610012# US (Tacoma)

Dial by your location

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• 877 853 5257 US Toll-free

• 888 475 4499 US Toll-free

Meeting ID: 814 7761 0012

Find your local number: <https://us06web.zoom.us/j/81477610012>

## **II. CALL TO ORDER**

### **A. ROLL CALL/ESTABLISHMENT OF QUORUM**

### **B. PLEDGE OF ALLEGIANCE**

## **III. PUBLIC COMMENT**

Comment from the audience on any proposal for action by the Commission. If the comment is related to an action subsequently listed here as a public hearing, the comment should be provided at the time of the public hearing.

## **IV. APPROVAL OF MINUTES**

### **A. December 5, 2023 Draft Minutes from the Planning Commission Meeting**

## **V. OTHER BUSINESS**

### **A. 2024 Auburn Comprehensive Plan - Planning Commission Process Kick-Off**

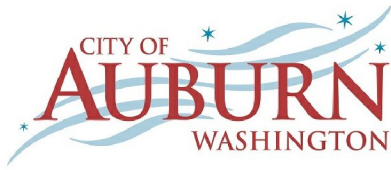
Staff will be presenting on the Planning Commission legislative process for Plan adoption in 2024

## **VI. COMMUNITY DEVELOPMENT REPORT**

## **VII. 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:**

December 5, 2023 Draft Minutes from the Planning  
Commission Meeting

**Date:**

December 4, 2023

**Department:**

Community Development

**Attachments:**

[December 5, 2023 Draft Minutes](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

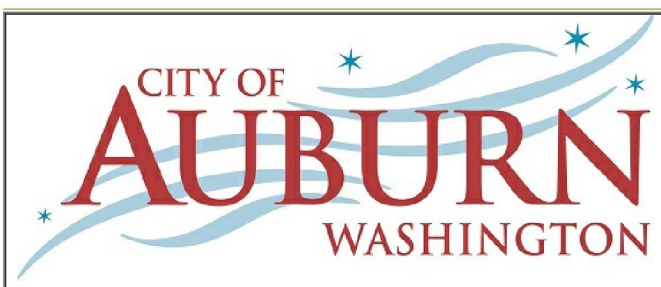
Revised Budget: \$0

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

Steiner

**Meeting Date:** March 5, 2024

Item Number:



**Planning Commission Meeting  
December 5, 2023 - 7:00 PM  
City Hall Council Chambers  
MINUTES**

**I. PUBLIC PARTICIPATION**

**A. Public Participation Information**

**The City of Auburn Planning Commission Meeting was held in person and virtually.**

**II. CALL TO ORDER**

**Chair Judi Roland called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street.**

**A. ROLL CALL/ESTABLISHMENT OF QUORUM**

**Commissioners present: Chair Judi Roland, Vice Chair Phillip Stephens, Hanan Amer, Julie Berry, Kent Sprague, William Stewart, Aaron Vanderpol, and Lynn Walters.**

**Staff members present: Planning Services Manager Jeff Dixon, Senior City Staff Attorney Doug Ruth, Planning Assistant Reese McMichael, Senior Planner Josh Steiner, and Deputy City Clerk Rebecca Wood-Pollock.**

**B. PLEDGE OF ALLEGIANCE**

**Chair Roland led those in attendance in the Pledge of Allegiance.**

**III. PUBLIC COMMENT**

**There was no public comment.**

**IV. APPROVAL OF MINUTES**

**A. November 7, 2023 Draft Minutes from the Planning Commission Meeting**

**Commissioner Stewart requested that the members present at the previous hearing reflect the voting results. Chair Roland requested that the Community Development Report specify the meeting on December 5th, 2023 was a Planning Commission Meeting.**

**Commissioner Sprague moved and Commissioner Stephens seconded to approve the November 7, 2023 Planning Commission**

**Meeting Minutes as amended.**

**MOTION CARRIED UNANIMOUSLY. 8-0.**

**V. PUBLIC HEARINGS**

**A. Climate Element Overview**

Staff to provide an overview of the draft Climate Element including content, timelines, and requirements. Element will be part of the 2024 Periodic Comprehensive Plan update.

**Planning Assistant McMichael shared a presentation on the Climate Element Overview, including an overview of House Bill 1181, Resilience and Mitigation sub-elements, an overview of state and county requirements, and the next steps in the process of complying with the Climate Element Overview.**

**The Commission discussed overlap between the sub-elements, the impacts of the COVID-19 pandemic on greenhouse gas inventories, different sectors of reduction targets, the Washington State Energy Code, building codes, construction waste, availability of data on greenhouse gas emissions, reducing vehicle miles travelled, how greenhouse gas emissions are measured, and resources allocated to cities to comply with the Climate Element Overview.**

**B. Comprehensive Plan Land Use and Housing Required Analysis**

Staff will describe analysis required by the Department of Commerce pertaining to anti-displacement, affordability, and racially disparate impacts. Results will be provided at a later date.

**Senior Planner Steiner shared a presentation on the Comprehensive Plan Land Use and Housing Required Analysis, including an overview of House Bill 1220, the Housing for All Planning Tool ("HAPT") evaluation, provisions for land capacity, racial disparate impacts, emergency shelters and housing, displacement risk, and the housing needs assessment.**

**The Commission discussed middle housing density standards, residential land use designations, mobile home parks, emergency shelters and housing, and average median income.**

**VI. COMMUNITY DEVELOPMENT REPORT**

**Planning Services Manager Dixon shared the scheduled dates for Planning Commission Meetings to be held in 2024, discussed recent City Council actions related to the Comprehensive Plan, and provided an update on the Bridges Annexation.**

**The next Planning Commission meeting would be held on January 3rd, 2024.**

**The Commission discussed the 2024 meeting dates, a recent**

property sale on Evergreen Way, and Commissioner Amer shared that this would be her last Planning Commission meeting.

## VII. ADJOURNMENT

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

APPROVED this 3rd day of January, 2023.

---

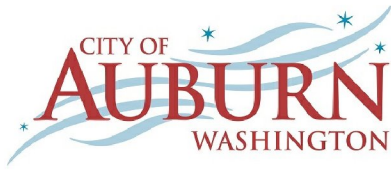
JUDI ROLAND, CHAIR

---

Rebecca Wood-Pollock,  
Deputy City Clerk

*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:**

2024 Auburn Comprehensive Plan - Planning Commission  
Process Kick-Off

**Date:**

February 22, 2024

**Department:**

Community Development

**Attachments:**

[Memorandum - Plan Process Overview](#)

[Attachment A - Comp Plan Schedule](#)

[Presentation](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:****Background for Motion:****Background Summary:**

See attached Memorandum

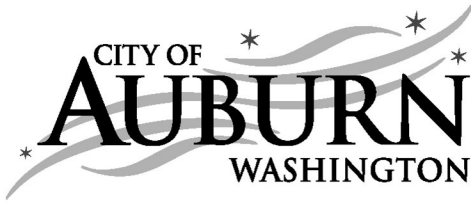
**Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** March 5, 2024

**Staff:**

Steiner

Item Number:



## Memorandum

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

**From:** Josh Steiner, Senior Long-Range Planner, Comm. Dev. Dept.  
Alexandria Teague, Acting Planning Services Manager, Comm. Dev. Dept.

**Date:** February 22, 2024

**Re:** **2024 Comprehensive Plan – Planning Commission Process Kick-Off**

---

Staff will be presenting on the Planning Commission legislative process for Plan adoption in 2024.

### **Auburn 2024 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 Countywide 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 10-year update cycle, with the next comprehensive plan due to be adopted by December 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 & Recreation, and Utilities. However, other departments will be serving in a lead role for the specific elements that they oversee (e.g. Parks to oversee Park & Recreation Element, Public Works to oversee Transportation Element).

### **Planning Commission Periodic Comprehensive Plan Legislative Schedule**

Draft 2044 Periodic Comprehensive Plan Elements are scheduled to be complete in Q1 2024, and a process to present draft Elements to Planning Commission for feedback, public comment, and recommendation to City Council is expected to occur beginning April 2024 and continuing through July 2024. This schedule, previously shared with Planning Commission in September 2023, will require all required and optional Planning Commission meetings each month – with 3 in April. Staff will present the final schedule, also attached to this memo, and describe the overall approach and process resulting in a final Planning Commission action in July 2024 recommending approval of the 2024 Periodic Comprehensive Plan to City Council

Feel free to contact either Josh Steiner, Senior Long-Range Planner at [jsteiner@auburnwa.gov](mailto:jsteiner@auburnwa.gov) or 253-804-5064 or Alexandria Teague, Acting Planning Services Manager, at [ateague@auburnwa.gov](mailto:ateague@auburnwa.gov) or 253-931-3003, with any questions.

**Included Attachments:**

Attachment A – Planning Commission Comp Plan Schedule.pdf

| TASK                                                  |     | Q2            |      |      |      | Q3   |     |                             | Q3    |       |       |      |
|-------------------------------------------------------|-----|---------------|------|------|------|------|-----|-----------------------------|-------|-------|-------|------|
|                                                       | Mar | Apr           |      | May  | June | July | Aug | Sep                         | Oct   | Nov   | Dec   |      |
| 60-day Agency Submittal (PSRC, Commerce, King County) | 3/1 | Agency Review |      | 5/1  |      |      |     | PSRC 2nd Review (if needed) |       |       |       |      |
| Planning Commission and City Council Meetings/Debrief |     |               |      |      |      |      |     |                             |       |       |       |      |
| Departments                                           |     |               |      |      |      |      |     |                             |       |       |       |      |
| Land Use Element (Planning) - Group A                 |     | 4/2           | 4/16 | 4/30 |      |      |     | 7/14                        | 10/14 |       | 11/4  |      |
| Housing Element (Planning) - Group A                  |     | 4/2           | 4/16 | 4/30 |      |      |     | 7/14                        | 10/14 |       | 11/4  |      |
| Historic Preservation (Planning) - Group B            |     | b             | 4/16 | 4/30 | 5/7* |      |     |                             | 7/14  | 10/28 | 11/4  |      |
| Capital Facilities Element (Planning) - Group D       |     |               | d    |      | 5/7* | 5/21 | 6/4 |                             | 7/14  | 10/28 | 11/4  |      |
| Climate Element (Planning) - Group C                  |     |               | c    | 4/30 | 5/7  | 5/21 |     |                             | 7/14  | 10/28 | 11/4  |      |
| Transportation Element (Transportation) - Group E     |     |               |      |      | e    | 5/21 | 6/4 | 6/18                        | 7/14  | 10/14 | 11/4  |      |
| Utilities Element - Group F                           |     |               |      |      |      | f    | 6/4 | 6/18                        | 7/2   | 7/14  | 11/4  |      |
| Utilities Element/System Plan (Water) - Group F       |     |               |      |      |      | f    | 6/4 | 6/18                        | 7/2   | 7/14  | 11/4  |      |
| Utilities Element/System Plan (Sewer) - Group D       |     |               |      | d    | 5/7  | 5/21 | 6/4 |                             | 7/14  | 10/14 | 11/4  |      |
| Utilities Element/System Plan (Stormwater) - Group D  |     |               |      | d    | 5/7  | 5/21 | 6/4 |                             | 7/14  | 10/14 | 11/4  |      |
| Economic Development Element (EcDev) - Group B        |     | b             | 4/16 | 4/30 | 5/7* |      |     |                             | 7/14  | 10/28 | 11/4  |      |
| Parks Element (Parks) - Group C                       |     |               | c    | 4/30 | 5/7  | 5/21 |     |                             |       | 7/14  | 10/28 | 11/4 |

2024 Planning Commission

- Meeting 1 - Presentation for each Element Group
- Meeting 2 - Public Hearing od Deliberation Element Group
- Meeting 3 - Deliberation and Action on Element Group
- Meeting 4 - Action on Comprehenisve Plan Package (all Elements)

\* Meetings where action on Element could come either the same night or an earlier night since these are potentially less complicated

2024 City Council

- Meeting 1 & 2 - Staff Presentations on PC Recommendation
- Meeting 3 - Council Action

CITY DEPARTMENTS

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

JOSH STEINER, AICP, SENIOR PLANNER

MARCH 5, 2024

Department of Community Development  
Planning • Building • Development Engineering • Permit Center  
Economic Development • Community Services • Code Enforcement

---

AUBURN  
VALUES

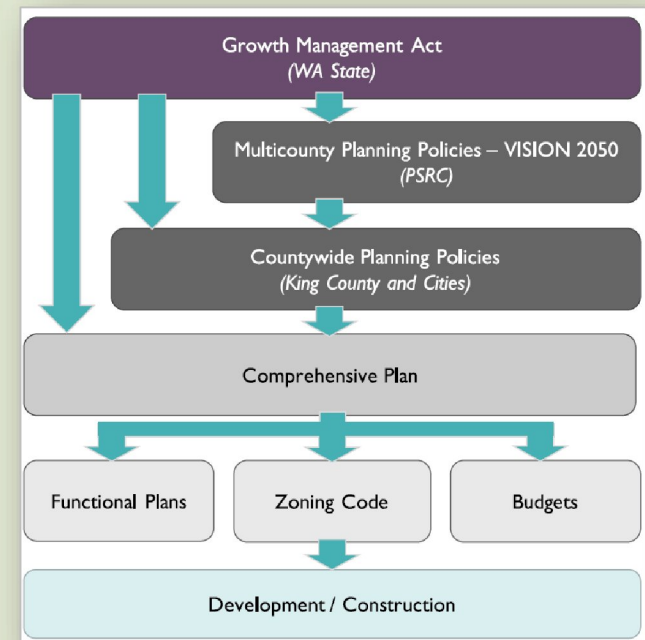
S E R V I C E  
E N V I R O N M E N T  
E C O N O M Y  
C H A R A C T E R  
S U S T A I N A B I L I T Y  
W E L L N E S S  
C E L E B R A T I O N

---

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Purpose and Scope of Comprehensive Plan & Amendments

- The Comprehensive Plan must be consistent with:
  - Puget Sound Regional Council (PSRC) Vision 2050
  - Urban Growth Capacity Report (King & Pierce)
  - Countywide Planning Policies (CPP) (King & Pierce)
  - Changes in state laws over the intervening time (Commerce/GMA)
  - Respond to changing conditions within the local community.
- GMA, PSRC, and CPP Requirements drive comprehensive plan update process.
- Coordination with departments on Element and referenced plan updates
- Coordination with Auburn Downtown Plan and HAPI Project



Source: King County GMPC

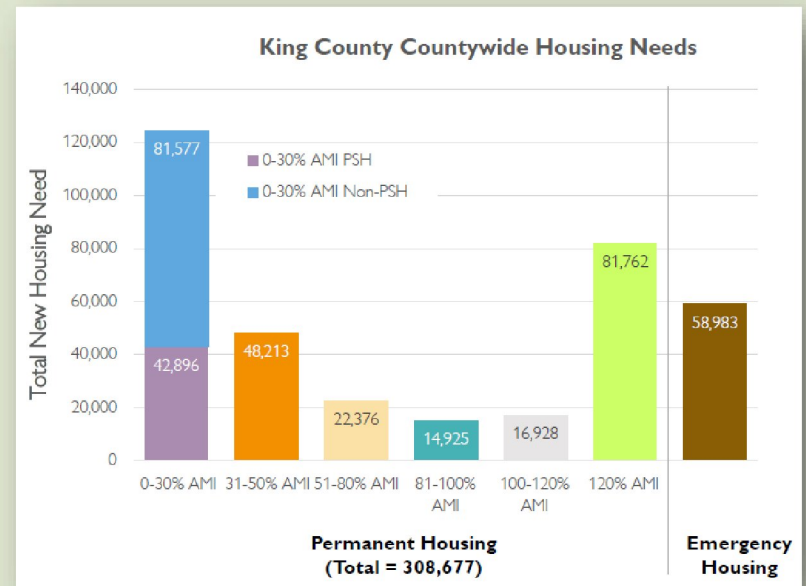
# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Purpose and Scope of Comprehensive Plan & Amendments

### ■ Countywide Planning Policies

- Guidance for the comprehensive plans
- Urban growth area boundary and criteria for revising growth boundary
- Housing unit and employment growth targets (2019-2044)
- Policies for issues of countywide nature
- Covers Environment, Development Patterns, Transportation, Economy, Public Facilities
- Updated to align with Vision 2050 and Regional Centers Framework, GMA changes, and Urban Growth Capacity Study (Buildable Lands Report)

- **KC CPP Identifies 2019-2044 housing targets (12,000 net new residential units, 19,520 net new jobs)**
- **PC CPP (draft, 2022) identifies 2020-2044 housing targets (96 net new residential units, and 0 net new jobs)**



# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Purposed and Scope of Comprehensive Plan & Amendments

- **Auburn Comprehensive Plan Elements**
  - Core Plan (Community Development)
  - Land Use (Community Development)
  - Housing (Community Development)
  - Historic Preservation (Community Development)
  - Climate Change – NEW (Community Development)
  - Economic Development (Community Development)
  - Capital Facilities (Public Works)
  - Transportation (Public Works)
  - Utilities (Public Works)
  - Parks and Recreation (Parks)



Citywide effort involving all departments coordinating together to create a cohesive, consistent, and forward-thinking Plan covering range of subject areas

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Schedule

- Responsive to Planning Commission preference and Department feedback

| TASK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2024                                   |               |        |        |       |      |                             |     |     |     |       |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------|--------|--------|-------|------|-----------------------------|-----|-----|-----|-------|------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mar                                    | Apr           | May    | June   | July  | Aug  | Sep                         | Oct | Nov | Dec |       |      |
| 60-day Agency Submittal (PSRC, Commerce, King County)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3/1                                    | Agency Review | 5/1    |        |       |      | PSRC 2nd Review (if needed) |     |     |     |       |      |
| Planning Commission and City Council Meetings/Debrief                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |               |        |        |       |      |                             |     |     |     |       |      |
| <b>Departments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Development Regulations Updates</b> |               |        |        |       |      |                             |     |     |     |       |      |
| Land Use Element (Planning) - Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        | a 4/2         | 4/16   | 4/30   |       |      |                             |     |     |     | 10/14 | 11/4 |
| Housing Element (Planning) - Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        | a 4/2         | 4/16   | 4/30   |       |      |                             |     |     |     | 10/14 | 11/4 |
| Historic Preservation (Planning) - Group B                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |               | b 4/16 | 4/30   | 5/7*  |      |                             |     |     |     |       |      |
| Capital Facilities Element (Planning) - Group D                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |               |        | d 5/7* | 5/21  | 6/4  |                             |     |     |     | 10/28 | 11/4 |
| Climate Element (Planning) - Group C                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |               | c 4/30 | 5/7    | 5/21  |      |                             |     |     |     | 10/28 | 11/4 |
| Transportation Element (Transportation) - Group E                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |               |        | e 5/21 | 6/4   | 6/18 |                             |     |     |     | 10/14 | 11/4 |
| Utilities Element - Group F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |               |        |        | f 6/4 | 6/18 | 7/2                         |     |     |     | 10/14 | 11/4 |
| Utilities Element/System Plan (Water) - Group F                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |               |        |        | f 6/4 | 6/18 | 7/2                         |     |     |     | 10/14 | 11/4 |
| Utilities Element/System Plan (Sewer) - Group D                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |               |        | d 5/7  | 5/21  | 6/4  |                             |     |     |     | 10/14 | 11/4 |
| Utilities Element/System Plan (Stormwater) - Group D                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |               |        | d 5/7  | 5/21  | 6/4  |                             |     |     |     | 10/14 | 11/4 |
| Economic Development Element (EcDev) - Group B                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |               | b 4/16 | 4/30   | 5/7*  |      |                             |     |     |     | 10/28 | 11/4 |
| Parks Element (Parks) - Group C                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |               | c 4/30 | 5/7    | 5/21  |      |                             |     |     |     | 10/28 | 11/4 |
| <div> <div>2024 Planning Commission</div> <div> <div>Meeting 1 - Presentation for each Element Group</div> <div>Meeting 2 - Public Hearing od Deliberation Element Group</div> <div>Meeting 3 - Deliberation and Action on Element Group</div> <div>Meeting 4 - Action on Comprehensive Plan Package (all Elements)</div> </div> <div> <div>2024 City Council</div> <div> <div>Meeting 1 &amp; 2 - Staff Presentations on PC Recommendation</div> <div>Meeting 3 - Council Action</div> </div> </div> </div> |                                        |               |        |        |       |      |                             |     |     |     |       |      |
| * Meetings where action on Element could come either the same night or an earlier night since these are potentially less complicated                                                                                                                                                                                                                                                                                                                                                                         |                                        |               |        |        |       |      |                             |     |     |     |       |      |

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Schedule - Process

- All Elements and Systems Plans to be presented by Staff
- Each Element and Systems Plan will have 3 scheduled meetings on separate nights:
  1. Staff Presentation
  2. Public Hearing and Deliberation
  3. Deliberation and Action
- Public Hearings can be continued at 3<sup>rd</sup> meeting
- Deliberation and Action can be taken at 2<sup>nd</sup> meeting
- Meetings to start at 6 PM in Council Chambers
- Electronic Files

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Public Noticing

- A Notice of Public Hearing for Planning Commission Comprehensive Plan process is required
- Staff will be posting a Notice of Public Hearing in standard locations listing all scheduled Public Hearing dates and subjects. Noticing will also either be sent out with Utility bills or via postcard (depending on timing)
- Any changes to dates will be posted on City website 10 days in advance of meeting
- This process will allow Public Hearing dates to change (if necessary) without posting new Notices

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Planning Commission Action

- Staff to make requested revisions by 2<sup>nd</sup> and/or 3<sup>rd</sup> meeting, including those by Planning Commission or public comment
- Planning Commission to provide action approving each individual Element at 2<sup>nd</sup> or 3<sup>rd</sup> scheduled meeting
- Planning Commission to provide action of Recommendation to City Council for entire Comprehensive Plan package (all Elements and revisions) at final meeting in July. No public hearing is necessary.

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

## Other Notes

- Comprehensive Plan DEIS will be provided to Planning Commission by first meeting for reference
- 60-day Commerce and PSRC review will be complete, and incorporated into Comprehensive Plan package by final action in July
- City Code, Zoning, Land Use, and other required materials will be updated after Planning Commission final action. Staff will present materials at meeting in August/September.

# 2024 PERIODIC COMPREHENSIVE PLAN - PLANNING COMMISSION PROCESS KICK-OFF

Questions?