



PLANNING COMMISSION

March 5, 2019

MINUTES

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 7:04 p.m. in the Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, WA.

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

Planning Commission Members present were: Chair Judi Roland, Commissioner Mason, Vice-Chair Lee, Commissioner Stephens, Commissioner Khanal, and Commissioner Moutzouris.

Staff present included: Planning Services Manager Jeff Dixon, Planner II Alex Teague, and Community Development Administrative Assistant Tina Kriss.

Members of the public present: Ricquel Cardoza, representative of PSERN, Commander Jamie Douglas, and Jeff Watson.

b.) PLEDGE OF ALLEGEANCE

II. APPROVAL OF MINUTES

A. January 23, 2019, 2019

The Commission asked staff to update the language under Section V. COMMUNITY DEVELOPMENT, changing the word "off" to "on" in Paragraph 3, 1st sentence. The Paragraph should read as follows:

"Staff reported that the former Heritage building on Main Street has been partially removed after experiencing the fire damage."

Commissioner Moutzouris moved and Vice-Chair Lee seconded to approve the minutes from the January 23, 2019 meeting as amended.

MOTION CARRIED UNANIMOUSLY. 6-0

III. PUBLIC HEARING

No items were brought forward for public hearing.

IV. OTHER BUSINESS

A. PSERN – Emergency Wireless Communication Facility (ZOA18-0001)

Planner II, Alexandria Teague, provided the staff report for PSERN, ZOA18-0001.

Planner Teague regarding the proposed facility and code amendment by PSERN provided an overview. She described the function and purpose, the proposed facility and summarized the amendments to Auburn's Zoning Code.

PSERN stands for Puget Sound Emergency Radio Network and is intended to replace the current King County (KC) E-911 Emergency Radio Communications System. First responders to communicate during emergency incidents will use much of the King County (KC) E-911 Emergency Radio Communications System, and the proposed facility in Auburn is part of the system used by all jurisdictions in King County.

The applicant proposes to amend the City's Zoning Code, Title 18 to allow the use and siting of emergency community WCFs within the I, Institutional Zoning district to accommodate their self-supporting, 180-foot, unmanned, wireless communications facility. Under the current city code, the proposed project would not be allowed, so code changes are being requested.

The three sections of the code to be amended are 18.04, "Definitions", 18.31, "Supplemental Development Standards", and 18.35, "Special Purpose Zones" which contains the use and zoning development standards for the I, Institutional zoning district.

Staff shared information in response to Commission questions from the last meeting. Staff reported that the lease term for PSERN is approximately 20 years with renewal options. To answer the question if the WCF tower proposed is needed for adequate emergency coverage in Auburn, staff showed comparison maps and explained that existing gaps in communication signal coverage will be mitigated with the proposed PSERN tower. This site would be one tower in the network for King County completing the coverage in Auburn and the vicinity.

The Commission and staff discussed the footprint of the tower and area of base station and parking area. Staff explained that each side of the three-sided tower is approximately 14 feet long. The parking area is approximately 60 x 70 feet, or approximately 4,200 square feet. For comparison, staff recounted that the minimum standards for a typical R5, Residential zoned lot allowing for 5 dwelling units per acre within the zoning district, is 4,500 square feet.

The Commission and staff discussed the height, siting, and collocation standards recommended by staff. A discussion was held regarding the administrative use permit process, conditional use process to authorize increases in height and the public comment opportunities associated with each land use approval process. The question was asked if a site-specific approval for this proposal could be allowed, or if the option must be open to other sites with similar zoning.

Staff explained, that approval of this proposal is requested through a code amendment process. Generally, code amendments are not made on a site-specific basis. Amendments are proposed through the land use and zoning designations which provide a certain fairness to all property owners with similar circumstances and within the same zoning district.

Staff noted that the approach discussed in this case, making it exclusive to the circumstances of a facility proposed by a public agency for emergency communication purposes, and including a significant restrictions can effectively reduce the likelihood of similar requests in the future.

The Commission and staff discussed having a cap height maximum of 185 feet. Members of the Commission asked staff to bring back an amendment proposal that provides a height cap of 185 feet with no land use approval process for increases in height beyond this cap. Staff also explained certain Federal Communication Commission (FCC) pre-emptions for what are considered minor increases/expansions to wireless communication facilities that the city cannot preclude.

A discussion was held regarding collocation of non-commercial entities. The commission sought clarification of what was meant by non-commercial and it was clarified that these include Federal, State, or Local public governments or agencies. The Commission asked staff to provide language that highlights the specific FCC definition of non-commercial collocation which only includes Federal, State or Local public governments or agencies.

The Commission asked staff to return with language within the code amendment providing the following:

- A height cap limit of 185 feet with no land use approval process for increases.
- Collocation of non-commercial Local, State, and Federal public agencies only (include specific Federal Communication Commission (FCC) noncommercial collocation language)
- Allow the minimum facility changes for expansion of equipment under FCC Section 6409
 - Require an Administrative Use Permit (land use process) for any request for collocation

Staff asked if the Commission would be comfortable if staff brings back draft, language to hold a public hearing at the next regularly scheduled meeting of April 2. The Commission concurred.

B. Modification of Rules of Procedures

Planning Services Manager Jeff Dixon explained that at the January 23, 2019 Planning Commission meeting the Commission recommended changes to the adopted June 5, 2018, Planning Commission Rules of Procedure.

Staff indicated that their packet this evening, includes strikethrough and underline changes for the Commission based on the changes that were requested. The Commission concurred on the recommended changes as proposed by staff to Section II. Meetings, 4. Special Meetings with changes to the 1st sentence and replacing the word "shall" with "may".

After discussion and review, the Commission took action on the proposed amendments to the Rules of Procedure.

Vice-Chair Lee moved and Commissioner Stephens seconded to adopt the amended Rules of Procedure with the updated language to Section II. Meetings, 4. "Special Meetings" as follows:

"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."

Staff will provide a copy of the March 5, 2019 adopted Rules of Procedure to the Commission Members at the next meeting.

V. COMMUNITY DEVELOPMENT REPORT

Planning Services Manager Dixon explained that staff would like to schedule a joint meeting between the Planning Commission and City Council at their May 13, 2019 City Council Study Session at 5:30 p.m.

Staff explained that in the past the Commission has routinely met with Council to discuss operations, the comprehensive plan, and other matters. The meeting would be informational; the Council transacts no business during their Study Session Meetings.

Staff explained, if there are specific subjects the Commission would like to discuss, it would be advantageous to inform staff so that each body can be aware of discussion expectations. The Planning Commission joint meeting would be the first part of the City Council meeting and include other subjects for discussion by the City Council.

A formal presentation is not necessary, yet if the Commission would like to discuss specific topics and have a presentation by staff, staff can prepare. The Commission and staff will discuss Commission member availability, potential topics, and format at their next meeting.

VI. ADJOURNMENT

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