



PLANNING COMMISSION

February 2, 2016

MINUTES

I. CALL TO ORDER

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

II. ROLL CALL/ESTABLISHMENT OF QUORUM

Planning Commission Members present were: Chair Judi Roland, Vice-Chair Copple, Commissioner Mason, and Commissioner Lee. Commissioner Smith is excused.

Staff present included: Assistant City Attorney Jessica Leiser; Assistant Director of Community Development Jeff Tate; Planning Services Manager Jeff Dixon, Senior Planner Thaniel Gouk and Community Development Administrative Assistant Tina Kriss.

Members of the public present: Shirley Chittenden

III. APPROVAL OF MINUTES

A. December 8, 2015

Commissioner Copple moved and Commissioner Smith seconded to approve the minutes from the December 8, 2015 meeting as written.

MOTION CARRIED UNANIMOUSLY. 4-0

IV. PUBLIC COMMENT

There were no public comments on any item not listed on the agenda for discussion or public hearing.

V. PLANNING DEPARTMENT REPORT

Assistant Director of Community Development Jeff Tate provided the following updates to the Commission:

- Auburn City Council, under Resolution No. 5188, adopted the Comprehensive Plan on January 4, 2016. The City council had a lot of positive feedback for the work of everyone, including, and especially the Planning Commission. The next steps by staff are to update the development regulations to implement the Comprehensive Plan concepts among other changes.
- On January 4, 2016 City Council adopted Resolution No. 5194, establishing a moratorium on the allowance, acceptance or processing of applications for retail establishments of marijuana/cannabis. The moratorium does not include processors or producers of marijuana/cannabis and related products. Under the city's previous regulations the City was able to issue two retail licenses in Auburn. In the course of the last year through state legislature and through actions of the Washington State Liquor and Cannabis Board they have removed the limitation on the number of retail licenses. City Council has enacted a

moratorium to not allow additional retail establishments until the city has the ability to navigate through this issue of the potential for an unlimited number and to determine if there are local regulations or approaches that need to be put in place.

- The city recently sent out a request to citizens, through the city's broadcast email outreach, GovDelivery Service, to advertise for volunteers interested in being a Planning Commission member subject to appointment. Within 24 hours the city received 25 interested responses. On January 4, 2016, City Council confirmed the reappointments of Commissioners Lee and Smith for a three-year term ending December 31, 2018.

VI. OTHER BUSINESS

A. Keeping of Domestic Fowl

Senior Planner Thaniel Gouk presented background information to the Planning Commission regarding the Auburn City Code regulations on the city's animal code sections in general, and the regulations pertaining to domestic fowl, in particular. The Commission and staff discussed what is addressed in the current regulations for fowl and what is not. There was discussion on several topics, such as if chicken coops should be required, proposals for the number of domestic fowl allowed per lot size, limitations on feeding, requirements for clean up and disposal of waste, and if the definition of domestic fowl should be updated.

Staff explained and referred to the memo that provides information on the multiple complaints regarding domestic fowl. After further discussion, the Commission expressed that the variety of topics suggested for regulation is likely too much and instead many issues can be handled within code compliance under the City's existing or slightly amended nuisance code and that the city may be overregulating if too many more restrictions are added to the regulations on domestic fowl.

Commissioner Copple felt it may be beneficial to limit or cap the number of domestic fowl allowed. Staff explained that consideration should be taken in limiting the number within the residential conservancy zoned portion of the city that is characterized by larger lot sizes and more rural character. The Commission asked staff to report back to the Commission and provide copies of Auburn City Code (ACC) 18.31.220, more information about previous complaints, the City received, and any proposals or information on limiting or placing a cap on the number of domestic fowl allowed.

B. Residential Heating, Ventilation and Air Conditioning Equipment

Assistant Director Tate provided background information on the issue of City's single family residential heating, ventilation and air conditioning appliances that are outside and separate from the building and the regulations under the International Residential Code (IRC) and the city's permitting requirements. Staff also discussed noise emanating from the residential equipment and reviewed the historical information on complaints received regarding the noise of this equipment

After discussing the complaints that have been received by the City of Auburn over a period of years, the Commission explained that they do not believe the number of

complaints warrants any further code amendments. They do feel it would be beneficial to encourage the use of sound barriers for noise reduction.

C. Election of Officers for 2016

Chair Roland called for nominations for the election of a Chairperson and of the City of Auburn Planning Commission for the 2016 year.

Commissioner Mason nominated Commissioner Roland as the 2016 Chairperson and Commissioner Copple as Vice-Chair. Commissioner Lee seconded the nomination. There being no other nominations, Commissioner Roland was elected Chairperson and Commissioner Copple was elected as Vice-Chair of the Planning Commission by majority vote.

MOTION CARRIED UNANIMOUSLY. 4-0

D. Modification to Rules and Procedures

Assistant Director Tate provided an overview of the Rules and Procedures of the Planning Commission; last revised April 2, 2013.

The Commission and staff discussed several sections of the Rules and Procedures and Assistant City Attorney Jessica Leiser reviewed the Section VI. (Quorum). After review, the Planning Commission recommended the following changes:

- II. Meetings, 3. – Replace the word “Council” with “Commission” after staff confirms the consistency with the intent of code.
- II. Meetings, 1. – Add the Pledge of Allegiance Roll Call/Establishment of Quorum (Pledge of Allegiance).
- III. Election of Officers 3. – The Commission asked staff to review the wording to ensure the language is consistent with the intent of ACC “Planning Commission”.
- VI. Quorum – Revise the language in this section so that it is consistent with Roberts Rules regarding a quorum and voting on a motion.
- IX. AGENDA – Relabel Item 4 to read “Community Development Report” and insert it between Items numbered 6 and 7. The order of numbers 4 through 7 will change once revised.
- X. Voting, E. – The Commission instructed staff to revise or add language to clarify that “a motion to deny that fails is not an approval”.

Staff will update the Rules and Procedures and bring it back to the Commission for review at the next meeting.

Assistant Director Tate reviewed upcoming training opportunities and asked the Commission to let staff know if they have any specific subject matters for which they would like further training or education. .

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:28 p.m.