CITY OF AUBURN WASHINGTON

PLANNING COMMISSION MEETING
January 6, 2015
AGENDA

I. CALL TO ORDER – 7:00 p.m., Council Chambers

II. ROLL CALL/ESTABLISHMENT OF QUORUM

III. APPROVAL OF MINUTES

A. November 5, 2014

IV. PUBLIC COMMENT

Comment from the audience on any item not listed on the agenda for discussion or public hearing.

V. PLANNING DEPARTMENT REPORT

Update on Planning and Development Department activities.

VI. ACTION

A. Election of Planning Commission Chair and Vice Chair* (Tate)
Summary: Annual Election of the Chairperson and Vice-Chairperson of the Auburn Planning Commission for 2015.

VII. OTHER BUSINESS

A. Comprehensive Plan Update Schedule
Summary: Staff to review the Comprehensive Plan update schedule going forward to assist the Commission in scheduling meetings to facilitate the workload.

B. Value Statement Discussion* (Tate)
Summary: Review and discuss the draft citywide value statements.

VIII. ADJOURNMENT

The City of Auburn Planning Commission is an eight 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 are not final decisions; they are in the form of recommendations to the City Council who must ultimately make the final decision.

CITY OF AUBURN WASHINGTON

PLANNING COMMISSION MEETING

November 5, 2014
SPECIAL WORK SESSION AND
REGULAR MEETING AGENDA

SPECIAL WORK SESSION – 6:30 - 7:00 p.m., Council Chambers

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 6:30 p.m. at Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, Washington.

II. ROLL CALL/ESTABLISHMENT OF QUORUM

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

Staff present included: City Attorney Dan Heid, Planning Services Manager Jeff Dixon, Financial Analyst Consuelo Rogel, and Community Development Secretary Tina Kriss.

Members of the Public Present: Bob Kenworthy of the Auburn School District, Linda Burgess of the Pierce County Biodiversity Alliance, and Ralph Fortunato of the Kent School District.

III. 2014 Annual Comprehensive Plan Amendments*

Planning Services Manager Jeff Dixon provided an overview of the 2014 Comprehensive Plan Amendment, CPA14-0001.

- P/T #1 – Auburn School District 2014-2020 Capital Facilities Plan
- P/T #2 – Dieringer School District Capital Facilities Plan 2015-2020
- P/T #3 – Federal Way School District 2015 Capital Facilities Plan
- P/T #4 – Kent School District 2014/2015 – 2019/2020 Capital Facilities Plan
- P/T #5 – City of Auburn 2015-2020 Capital Facilities Plan

Staff provided a comment letter from the Federal Way School District regarding the 2015 Federal Way School District Capital Facilities Plan. Staff also provided a memorandum outlining additional revisions of six pages of the Auburn Capital Facilities Plan.

The Commission and staff discussed and potential timelines of various capital facility projects listed on the Auburn Corridor Level of Service page noted in the draft Capital Facilities Plan, Table-T-1c on page 20. In answer to the question asked by the Commission as to the priority of the projects, staff stated that he would review the Level of Services page

with other staff and report back report back to the Commission to clarify the level of services verses the improvement priority of the projects.

IV. ADJOURNMENT

REGULAR MEETING – 7:00 p.m., Council Chambers

I. CALL TO ORDER

Chair Judi Roland called the meeting to order at 7:03 p.m. at Council Chambers located n the first floor of Auburn City Hall, 25 West Main Street, Auburn, Washington.

II. ROLL CALL/ESTABLISHMENT OF QUORUM

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

Staff present included: City Attorney Dan Heid, Planning Services Manager Jeff Dixon, Financial Analyst Consuelo Rogel, and Community Development Secretary Tina Kriss.

Members of the Public Present: Bob Kenworthy of the Auburn School District, Linda Burgess of the Pierce County Biodiversity Alliance, and Ralph Fortunato of the Kent School District.

III. APPROVAL OF MINUTES

A. October 7, 2014

Vice-Chair Copple moved and Commissioner Smith seconded to approve the minutes from the October 7, 2014 meeting as written.

MOTION CARRIED UNANIMOUSLY. 7-0

IV. PUBLIC COMMENT

Linda Burgess, from the Pierce County Biodiversity Alliance (PCBA), 12822 5th Street E., Edgewood

Ms. Burgess stated that she is on the board of the Puyallup River Watershed Council and a member of the Pierce County Biodiversity Alliance.

A letter was distributed to Commission members and staff, written by Ms. Burgess, on behalf of the Pierce County Biodiversity Alliance. Ms. Burgess stated that she would like to introduce biodiversity protection as an element in the City of Auburn 2015 Comprehensive Plan Update. She provided background information regarding the Lower White River Biodiversity Management Area (BMA) Stewardship Plan and explained that each city jurisdiction managing land within the Lower White River BMA is identified separately within the draft plan. One of the actions of the plan was to work with the City of

Auburn to identify Comprehensive Plan Amendments that incorporate biodiversity management goals and policies in subsequent updates.

She expanded on what it takes to protect and maintain the quality of life and rich biodiversity. Ms. Burgess stated that she has come to start a dialogue with the Commission to illicit the city's help to increase public awareness and an appreciation of this unique biodiversity-rich area in the City of Auburn and to create a community vision and plan for preserving it for future generations by introducing biodiversity protection goals in the city's Comprehensive Plan. She proceeded to provide goals and policies that could be implemented within the Comprehensive Plan Update.

V. PLANNING DEPARTMENT REPORT

Planning Services Manager Jeff Dixon reported that two residential applications have been submitted to the City, "The Reserve", located on the vacant property west of the Lowe's store, zoned light commercial. This proposal would provide 292 senior housing units and 227 multi-family housing units on the 10.7-acre site.

A second proposal has been submitted for a project on Lea Hill at the northwest corner of SE 312th and 132nd Avenue SE. This project, "The Promenade", proposes 330 apartment units in a mixed use project with residential and commercial components within a 14.5-acre site.

New Senior Planner Thaniel Gouk has begun employment with the city and the new Urban Planner, Lauren Flemister, will start employment with the city December 3, 2014.

Staff reported the City Council adopted the ordinance November 3, 2014 to go to a Council study session format; it is scheduled to begin January 1, 2015. Staff also mentioned that the council adopted two other code changes that the Planning Commission had recommended; the short plat threshold and the floor area ratio.

VI. PUBLIC HEARINGS

A. 2014 Annual Comprehensive Plan Amendments (CPA14-0001)

Chair Roland opened the public hearing on CPA14-0001, P/T #1 through P/T #5 at 7:25 p.m.

Planning Services Manager Jeff Dixon provided a background information on the city's Comprehensive Plan. He also provided an overview of CPA14-0001, the 2014 Comprehensive Plan amendments listed below:

- P/T #1 – Auburn School District 2014-2020 Capital Facilities Plan
- P/T #2 – Dieringer School District Capital Facilities Plan 2015-2020
- P/T #3 – Federal Way School District 2015 Capital Facilities Plan
- P/T #4 – Kent School District 2014/2015 – 2019/2020 Capital Facilities Plan
- P/T #5 – City of Auburn 2015-2020 Capital Facilities Plan State Amendments.

Staff provided a comment letter from the Federal Way School District regarding the 2015 Federal Way School District Capital Facilities Plan. Staff pointed out that there are no map amendments proposed with this year's comprehensive plan amendment process.

Mr. Dixon stated staff respectfully recommends approval of Policy/Text amendments P/T #1 thru P/T #5, with inclusion into the City's Comprehensive Plan Amendments.

CPA14-0001 – P/T #1, Auburn School District 2014-2020 Capital Facilities Plan

Chair Roland emphasized that the public hearing has been opened and invited the public forward for comment on CPA14-0001, P/T #1 – Auburn School District 2014-2020 Capital Facilities Plan.

Bob Kenworthy, Assistant Director of Capital Projects for the Auburn School District, 915 Fourth Street, Auburn

Mr. Kenworthy reported that the Auburn School District has provided the City with its annually updated Capital Facilities Plan (CFP) covering 2014-2020. The CFP was adopted by the Auburn School District Board of Director's on June 9, 2014. Mr. Kenworthy reviewed current projects in construction as well as the enrollment projections and future needs for the next six years. The updated plan indicates that the Auburn School District is requesting a change in the school impact fees for 2014. The calculated fee for single-family is $4,137.21, a decrease of $1,261.72; and the calculated fee for multi-family is $3,518.17, an increase of $130.33.

Mr. Kenworthy stated that the Auburn School District Board of Directors is requesting the plan be adopted by reference as part of the capital facilities element of the City of Auburn's Comprehensive Plan and that the school impact fees be set in accordance with the plan for the 2015 fiscal year.

Chair Roland closed the public hearing on CPA14-0001, P/T #1 – Auburn School District 2014-2020 Capital Facilities Plan at 7:50 p.m.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of CPA14-0001, P/T #1 – Auburn School District 2014-2020 Capital Facilities Plan, into the city's Comprehensive Plan.

MOTION APPROVED UNANIMOUSLY. 7-0

CPA14-0001 – P/T #2 Kent School District 2014/2015 Capital Facilities Plan

Chair Roland opened the public hearing for CPA14-0001 – Kent School District 2014/2015 Capital Facilities Plan at 7:51 p.m.

Ralph Fortunato, CSBC, Director of Fiscal Services for the Kent School District, 12033 SE 256th Street, Kent

Mr. Fortunato reported that the Kent School District Capital Facilities Plan is not requesting an increase its school impact fees; the fees will be consistent with those previously adopted and supported by the Capital Facilities Plan.

Chair Roland closed the public hearing for P/T #4 – Kent School District 2014/2015 – 2019/2020 Capital Facilities Plan at 7:58 p.m.

Vice-Chair Copple moved and Commissioner Baggett seconded to recommend inclusion of CPA14-0001, P/T #4 – Kent School District 2014/2015 – 2019/2020 Capital Facilities Plan into the City's Comprehensive Plan.

MOTION APPROVED UNANIMOUSLY. 7-0

CPA14-0001 – P/T #2, Dieringer School District Capital Facilities Plan 2015-2020

CPA14-0001 – P/T #3, Federal Way School District 2015 Capital Facilities Plan

Chair Roland opened the public hearing on CPA14-0001, P/T #2 Dieringer School District Capital Facilities Plan 2015-2020 and CPA14-0001, P/T #3 Federal Way School District 2015 Capital Facilities Plan at 8:01 p.m.

Planning Services Manager Jeff Dixon reminded the Commission of the letter from the Federal Way School District Board requesting that the City incorporate the Federal Way School District's 2015 Capital Facility Plan into the City's Comprehensive Plan.

Chair Roland pointed out that the Federal Way School district is decreasing their single-family dwelling fee for 2015 $192.00 to $5,171.00 and their multi-family dwelling fee for 2015 will be decreased $90.00 to $1,834.00.

Chair Roland stated Dieringer School District is increasing their fee for a single-family dwelling $2,016.00 to $5,231.00 and a multi-family dwelling increase of $144.00 to $1,839.00.

With no comment from the public, Chair Roland closed the public hearing on CPA14-0001, P/T #2 at and P/T #3 at 8:11 p.m.

CPA14-0001 – P/T #2

The Commission expressed their concern that there was a sizeable increase in the Dieringer School District's school impact fees and asked if they could make as part of their recommendation a request for Council to review the fees. Staff confirmed that they could make that request to Council as part of the recommendation. The Commission also asked if staff could clarify the "technology improvements" noted within the plan. Mr. Dixon noted that he will check into those additional fees and report back to the Commission.

Vice-Chair Copple moved and Commissioner Mason seconded to recommend City Council review the calculations and figures for CPA14-0001, P/T #2, Dieringer School District Capital Facilities Plan and recommended inclusion of the plan into the city's Comprehensive Plan.

MOTION APPROVED. 5-2

CPA14-0001 – P/T #3

Chair Roland Open public hearing on CPA14-0002 – P/T #3, Federal Way School District 2015 Capital Facilities Plan at 8:15 p.m.

With no comments from the public, Chair Roland closed the public hearing at 8:16 p.m. The Commission deliberated.

Vice-Chair Copple moved and Commissioner Smith seconded to recommend inclusion of P/T #3, CPA14-0001, Federal Way School District 2015 Capital Facilities Plan into the city's Comprehensive Plan.

MOTION APPROVED UNANIMOUSLY. 7-0

CPA14-0001 – P/T #5, City of Auburn 2015-2020 Capital Facilities Plan

Chair Roland opened the public hearing on CPA14-0001, P/T #5, City of Auburn 2015-2020 Capital Facilities Plan at 8:16 p.m., with no comments from the public, Chair Roland closed the public at 8:18 p.m. and the Commission deliberated.

Commissioner Smith expressed concerns over the lack of sidewalks and pedestrian safety on Auburn Way South, south from Dogwood Street SE and stated that he believes the Auburn Way South Pedestrian Improvements (Dogwood St. SE to Fir St SE)(cp1118) should be elevated in priority due to pedestrian safety concerns. In addition he believes the improvements should be extended up through Redwood Ct. SE or to where the mobile home parks are located.

Vice-Chair Copple asked if staff would provide an explanation of the Definition of Auburn Corridor Level of Service (LOS) from Table T-1c priorities and the meaning of the LOS Standard. Mr. Dixon stated that he would check into the definition and report back to the Commission.

Vice-Chair Copple moved and Commissioner Lee seconded to recommend inclusion of CPA14-0001 – P/T #5, City of Auburn 2015-2020 Capital Facilities Plan into the city's Comprehensive Plan.

Commissioner Smith moved and Commissioner Baggett seconded to amend the motion to include a recommendation that the city study the extension of sidewalks identified by the pedestrian safety corridor on the Auburn Way South corridor (Fir Street SE to Hemlock Street SE) and extend further to the south, in addition to the inclusion of CPA14-0001, P/T #5 to the city's Comprehensive Plan.

The Planning Commission voted on inclusion of the amended motion.

MOTION APPROVED AS AMENDED. 6-0 (one Member abstained)

The Planning Commission voted on the approved amended motion.

AMENDED MOTION APPROVED. 6-0 (one Member abstained)

The next regular meeting will be held December 2, 2014. A joint session with the Committee and the Planning and Community Development Committee will take place in January.

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, Chair Roland adjourned the meeting at 8:32 p.m.

CITY OF AUBURN WASHINGTON

MEMORANDUM

TO: Judi Roland, Chair, Planning Commission
Ron Copple, Vice-Chair, Planning Commission
Planning Commission Members

FROM: Jeff Tate, Assistant Director of Community Development

DATE: December 29, 2014

RE: January 6th, 2014 Planning Commission Agenda

Planning Commission Business

Pursuant to the Planning Commission's adopted Rules of Procedures (provided as Attachment A), subsection III.2 states that the Planning Commission shall elect officers at the first regular meeting of each calendar year. Before the close of the January 6th meeting, officers must be elected for 2015. The results of the election will take effect at the following meeting so that new appointments are prepared to serve in their new capacity.

Schedule

On approximately March 1st, 2015 staff anticipates transmitting to the Planning Commission the full rewrite of the draft Comprehensive Plan. Due to its size, Planning Commission members will be faced with a heavier than normal workload in order to complete review, deliberations, and a recommendation. For this reason, during the January 6th Planning Commission meeting staff would like to discuss the best method for working through this effort during March and April. Staff suggests that Planning Commission members bring their March and April schedules so that we can discuss ideas for getting maximum member participation and to decide on the most efficient way to work through the document, answer questions, follow up with suggested amendments, etc.

The Planning Commission already has regular meetings scheduled for March 3rd, March 17th, April 7th and April 21, 2015. While it is difficult to predict the number of hours it will take to work through the draft materials, staff believes that four 2 hour meetings may not be adequate. The Planning Commission is not limited in its authority to set up sessions outside of its normal calendar. Options during this stretch include holding more frequent meetings, longer meetings and/or meeting on alternative days. We would also like to discuss how we most efficiently work through deliberations and editing.

Value Statements

Attachment B provides a draft series of citywide value statements. The intent of establishing value statements is that it helps create a foundation for the Comprehensive Plan and future city decision making that implements the principles of the Plan. These draft value statements are derived from the 2014 "Imagine Auburn" community visioning effort which generated feedback and input from approximately 1,000 people, City Council visioning exercises that occurred during their annual retreats, general conversation with Council Sub-Committees and the Planning Commission, and internally generated staff ideas.

Since these statements serve as the foundation of the document, staff is advancing them to the Planning Commission in order to obtain any early feedback. Staff is also circulating these statements internally to other Departments and will be discussing them with City Council during their January 12th Study Session. Our current goal is to make sure that the statements are clear and understandable, that they align with the beliefs of City leadership, and that we have not missed or overemphasized any particular area. These value statements will appear within the Comprehensive Plan along with a description of how values are used in shaping policy. This means that there will be an additional opportunity to formally deliberate on these statements and make recommendations for Council consideration.

CITY OF AUBURN

PLANNING COMMISSION

RULES OF PROCEDURE

ADOPTED NOVEMBER, 1983
REVISED NOVEMBER, 1988
UPDATED APRIL, 2000
REVISED FEBRUARY, 2007
REVISED APRIL 2, 2013

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 shall be at the call of the Chair. Special meetings of the Planning Commission may also be called by any three members of the Council 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. The term of office of each officer shall run until the subsequent election.

3. The vacancy of the Chair or Vice-Chair during his or her term of office shall be filled for the remaining term of office by the Mayor and confirmed by the City Council. The Chair would be replaced by the Vice-Chair or the Vice-Chair would be elected by the vote of the Planning Commission.

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. Unless stated otherwise, the Chair's vote shall be considered to be affirmative for the motion.

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 Planning and 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 Planning and 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 once a meeting of the Planning Commission has commenced with a quorum, the meeting may continue even if the members in attendance fall below that required for a quorum, and a vote on a majority of those in attendance shall be sufficient to take action.

VII. ABSENCE OF MEMBERS:

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. Roll Call/Establishment of Quorum.
2. Approval of Minutes.
3. Public Comment
4. Staff Comments and Reports
5. Public Hearings.
6. Other Business Items as Appropriate.
7. 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.

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. Questions of staff or persons presenting testimony.

6. Chair closes public hearing.

7. A public hearing may be reopened by motion to accept additional testimony.

8. Deliberation.

9. Voting:

   A. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as voting in favor of the motion.

   B. The Chair, Secretary, or upon request from a Commission member, may take a roll call vote.

   C. It is the responsibility of each member of the Planning Commission to vote when requested on a matter before the full Commission. However, a member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.

   D. If any member of the Planning Commission wishes to abstain, from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain, provided that, prior to the

time that a member gives advice of an intent to abstain from an issue, the member shall confer with the City Attorney to determine if the basis for the member's intended abstention conforms to the requirements hereof. If the intended abstention can be anticipated in advance, the 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 would want to review with the City Attorney, in which case, a brief recess would be afforded the member for that purpose before proceeding further.

E. If a tie vote exists, after recording the Chair's vote, the motion fails.

8. 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.

9. 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 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 conclusions 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.

10. 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).

XI. CONFLICT OF INTEREST:

A. 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.

(1) No member of the Planning Commission may use his or her position to secure special privileges or exemptions for himself, herself, or others.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

B. 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:

1. 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.

2. Members shall avoid drawing conclusions regarding decisions until after the public hearing is closed.

3. Members shall avoid participating in decisions which affect their or any family member's property, personal or business interest, or organization.

4. 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.

5. If any concern relating to Items 1 through 4 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.

No member may participate in any decision if the member had not heard the 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.

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.

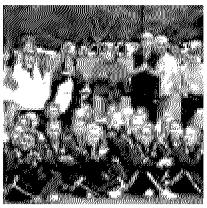
XII. AMENDMENT:

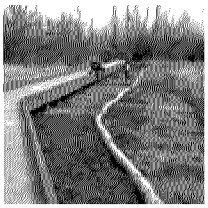
The Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting.

VALUE STATEMENTS COMPREHENSIVE PLAN

DECEMBER 2014 **DRAFT**

CITY OF AUBURN WASHINGTON





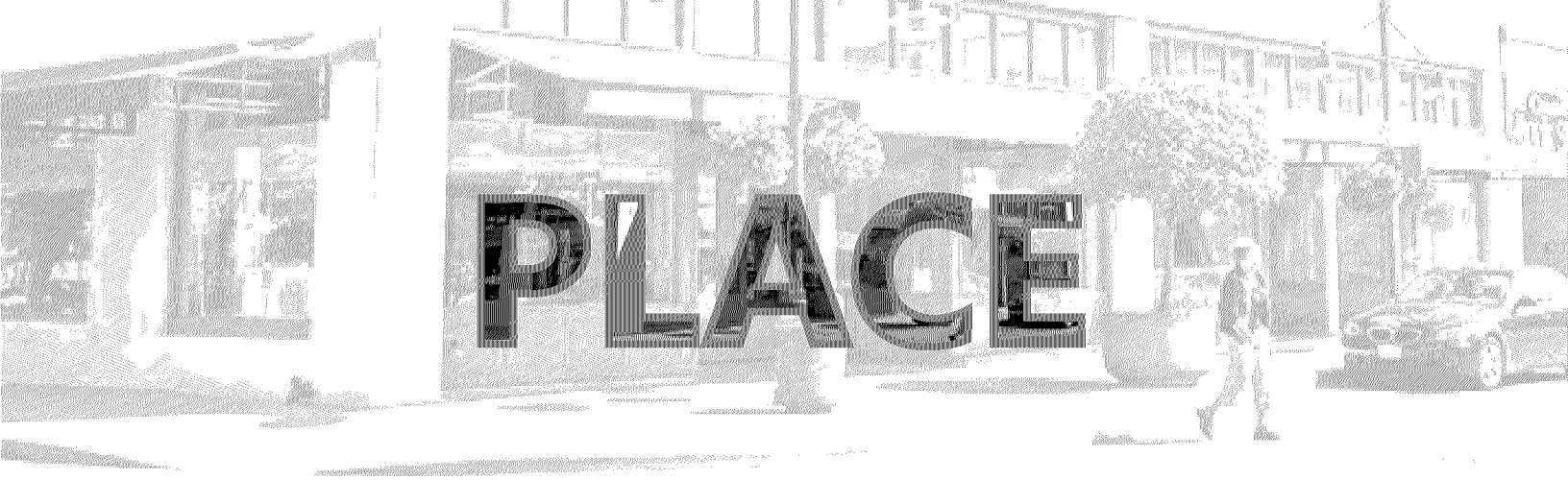
GENERAL APPROACH

In 2014, the Auburn City Council established a broad year 2035 vision for the City, establishing Auburn as a "premier community with vibrant opportunities". At the same time, citizens participated in "Imagine Auburn", a visioning initiative for a community conversation on their future vision for the City.

What emerged from these combined efforts was the foundation for the 7 community statements of values forming the basis of future city policies, actions and investments. The 7 values are:

1. Developing and preserving attractive and interesting places where people want to be
2. Promoting community-wide health and safety wellness
3. Providing transparent government service
4. Encouraging a diverse and thriving marketplace for consumers and businesses
5. Celebrating our diverse cultures, heritage, and community
6. Stewarding our environment
7. Creating a sustainable future for our community

Identifying values and articulating a description of what each of these values look like, what they mean, and how they will happen establishes a framework for evaluating future actions and investments. The values described in the background sections of the Comprehensive Plan will carry forward throughout the document. The 7 values will also be consulted and utilized when developing capital improvement, transportation, and parks and open space plans; additionally, when we seek grant funding, evaluate development proposals, develop city policies, regulations, define our priorities, develop budgets, or when we face other community decisions, these values will be a the core of how we make choices.



WE WILL CREATE AND MAINTAIN HIGH QUALITY NEIGHBORHOODS, PLACES, AND SPACES.

What it will look like:

- Active gathering spaces, such as parks, plazas, cafes, concert venues, festivals and markets, will be distributed throughout the City; these spaces will be engaging and filled with people interacting, irrespective of culture, age, or income level.
- Buildings, landscaping, and outdoor spaces will be attractive, interesting, well designed, and maintained.
- Our neighborhoods will be socially and physically connected and include features and layouts that encourage us to interact.
- The community has embraced the concept of "One Auburn" while capitalizing on the unique local needs and identities of individual neighborhoods.

What it means:

- Because of Auburn's reputation for high quality and engaging spaces, array of performing arts programs, wonderful public arts, extensive retail and restaurant options, and various community-led activities, an atmosphere exists where citizens enjoy spending time here, visitors look forward to returning, and merchants want to stay.
- Communities will be brought together through social and infrastructural programs.
- Residents and visitors have a wide range of options for getting to and from Auburn, as well as travel alternatives within the City.

How it will happen:

- Investments and branding strategies will be implemented that recognize and reinforce an individual identity for the City and its neighborhoods.
- We will look for opportunities to keep Auburn attractive, safe, interesting and fun.
- Through development and design standards, new construction and redevelopment of all projects will incorporate amenities that promote human interaction, further connect the community, and create people-friendly land uses.

WE WILL BUILD AND MAINTAIN AN ENVIRONMENT THAT PROMOTES HEALTHY AND SAFE LIFESTYLE OPTIONS.

What it will look like:

- The entire community will have access to multiple recreation options and a large inventory of nearby trails, parks, activities, and events.
- Day or night, all demographics of the community will live with a feeling of complete safety in neighborhoods that are physically and socially connected.
- We will have a variety of healthy food options that are physically and economically accessible to all members of the Auburn community.
- The existing housing stock will be maintained and monitored to limit the presence of declining, unsafe neighborhoods.
- Risk to life and property from all hazards will be minimized.

What it means:

- More outdoor private and public amenities will be developed that offer people safe passage throughout the community.
- Fresh, local and healthy food options should be available to all members of the community. Food banks, farmers markets, retailers, restaurants, school districts, and governments have roles in achieving this objective.
- Substandard housing, neighborhoods, and spaces will not be tolerated in Auburn.

How it will happen:

- Through the application of environmental design, the implementation of housing and neighborhood maintenance standards, a focus on connecting the community, and by investments in recreation amenities and safety features.
- Promote and support programs, businesses, and public agencies that provide healthy food options.
- Proactive planning efforts that prepare the City for responding to unanticipated natural events and implementation of regulatory requirements that mitigate exposure to natural hazards.

SERVICE

WE WILL BE AN EFFICIENT, APPROACHABLE, & RESPONSIVE CITY GOVERNMENT.

What it will look like:

- In the long term interest of the City, its tax payers, and rate payers, we will construct and operate high quality infrastructure.
- A transparent and responsive government that is proactive, accessible communicative, and approachable.
- Citizens, inclusive of all of the City's diverse populace, will have equal access to and be highly engaged in City governance through elected and volunteer service.

What it means:

- Infrastructure assets will have a long life, require minimal upkeep, conform to uniform standards, and be in the best interest of tax and rate payers.
- Government processes and services will be available to all segments of the population, through multiple mediums, and convenient means.
- Multiple avenues of direct and indirect communication tools will be employed.
- The range of options for travelling throughout the City will include traditional vehicular and sidewalk options alongside pedestrian and bike-friendly trails, shuttle and transit service, and other alternative forms of transportation.

How it will happen:

- Continue to refine and enforce standards that ensure new infrastructure assets added to the City system are of the highest quality.
- By capitalizing on partnerships with the Muckleshoot Indian Tribe, business community, development community, non-profit and faith based organizations, transit agencies, school districts, Green River Community College, and other governmental agencies.
- Utilizing existing and emerging technologies to better communicate, interact and make available the full range of programs and services to all populations.

ECONOMY

WE WILL PROVIDE A DIVERSE AND VIBRANT LOCAL ECONOMY WITH EMPLOYMENT AND SPENDING OPPORTUNITIES FOR CITIZENS AND A GROWING MARKETPLACE FOR BUSINESSES.

What it will look like:

- We will have a range of retail, industrial, manufacturing, and service businesses that exist in an environment conducive to success.
- We will have a wide compliment of retail, service and dining options that cater to local needs, attracts visitors and encourages consistent patronage of local businesses.
- We will have a robust marketplace where people can and want to live, work and play in Auburn.

What it means:

- Investing in place by creating amenities and an environment that attracts people to live here. If people are excited to live in Auburn, businesses will want to be in Auburn.
- Businesses will stay and grow in Auburn, while businesses from other cities, regions, and states will be attracted to locate here.
- The City will realize increases in sales tax and property tax revenues through targeted economic development and recruitment efforts.
- People and goods will move safely and efficiently throughout the City and beyond.

How it will happen:

- Our economic development strategies will focus on investments in our community.
- We will develop and implement an economic development strategic plan to guide policy making and financial investment decisions.
- We will place high value on the City's economic development strategies when making policy decisions and determining how, where, and when to make capital investments.

WE WILL BE DIVERSE AND CREATIVE AND COME TOGETHER TO TEACH, LEARN, AND HAVE FUN.

What it will look like:

- Auburn has a thriving arts and culture community.
- There will be events, amenities, and attractions that draw people, city-wide and beyond, to congregate and socialize.
- Social, ethnic, economic, and cultural diversity in the people who live, work and play here and the places where they do it.

What it means:

- More people are thinking and acting with Auburn's future in mind.
- Auburn's future is shaped by a broader demographic cross section of its citizenry.
- People from all parts of Auburn are engaging in both city-wide and neighborhood initiatives.

How it will happen:

- Property owners, business owners, non-profit organizations, governments, service clubs, students, faith based organizations, and others are discussing Auburn's future and are taking actions to make it a premier community.
- Strategic event planning that finds ways to entice new and expanded participation.
- Utilizing technology to find new audiences and increase the amount and quality of information distributed.
- Physical and social infrastructure will be developed that enables people to connect.

WE WILL TAKE ACTIONS AND MAKE INVESTMENTS THAT PROTECT THE NATURAL ENVIRONMENT AND PRESERVE OPEN SPACE AND CREATE APPROPRIATE ACCESS.

What it will look like:

- Residents and visitors will enjoy open spaces and environmentally sensitive and meaningful areas while appreciating and understanding their importance and beauty.
- The built environment will fit into the natural landscape in a way that protects and respects ecosystem function.
- Natural resource protection will be supported and celebrated by City leadership and the community.

What it means:

- We will have accessible open spaces that are appropriately accessible to allow people to connect with the natural environment.
- The impacts of new development on natural resources will be considerate of the sensitivity and importance of our precious natural resources; these resources will be prioritized highly and construction will seek to limit and mitigate impacts.

How it will happen:

- Regulatory tools will continue to be an important part of environmental protection in order to ensure that new development, redevelopment, land management, and property use do not inadvertently degrade the environment.
- Identification of particularly sensitive properties for protection through purchase, easement acquisition, or other means.
- Seeking out opportunities on public and private property for restoration or enhancement of existing sensitive areas.
- City leaders and staff will place significant emphasis on policies and financial investments that protect our natural resources.

SUSTAINABILITY

WE WILL STRONGLY COMMIT TO OUR VALUES IN ORDER TO BUILD A LONG-LASTING AND THRIVING COMMUNITY.

What it will look like:

- An educated, equitable and prosperous community.
- Continuous and conscientious balancing of natural resource protections, economic prosperity and cultural vibrancy in City policy and financial decisions.
- Community members and visitors regularly come together in celebrations that reflect Auburn's diverse culture and heritage.
- Enhanced and maintained natural and built environments.
- Individuals have embraced community values and individually and collectively work together to help achieve them.
- A city and community where our collective actions consider future citizens and the healthy development of Auburn.

What it means:

- City leaders and staff are committed to implementation of policies that consider both short-term and long-term effects.
- Citizens, business owners, government, non-profits and the development community promote, and implement practices that contribute to an environmentally responsible Auburn.
- An educated, equitable and prosperous community with strong and meaningful community connections that bind together diverse cultures, ages, and views.

How it will happen:

- City leaders will adopt sustainability in its broadest meaning as a core value and function of Auburn's delivery of local government services.
- City leaders will continually and consciously create policies, actions and strategies that reflect the community's values.
- Citizens and businesses will be invited and challenged to embrace sustainability in their individual and collective actions.