

**City Council
Study Session
PW & CD Special Focus Area
July 28, 2025 - 5:30 PM
City Hall Council Chambers**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Auburn City Council Study Session Meeting scheduled for Monday, July 28, 2025 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

<https://www.youtube.com/user/watchauburn/live/?nomobile=1>

To listen to the meeting by phone or Zoom, please call the below number or click the link:

Telephone: 253 205 0468

Toll Free: 888 475 4499

Zoom: <https://us06web.zoom.us/j/81965811986>

ROLL CALL

AGENDA MODIFICATIONS

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

- A. Pierce Transit Destination 2045 Long Range Plan (Gaub) (15 Minutes)
- B. King County Metro South Link Connections Project Update (Gaub) (15 Minutes)
- C. Capital Projects Status Report and Feature Project: Neighborhood Traffic Safety Program (Gaub) (20 Minutes)
- D. Ordinance No. 6984 (Gaub) (5 Minutes)
An Ordinance vacating City Right-of-Way located within a portion of the Northwest corner of 1st Street NW and B Street NW within the City of Auburn, Washington
- E. Transportation Impact Fee Program Update and Ordinance No. 6992 (Gaub) (20 Minutes)
An Ordinance amending Chapter 19.04 Transportation Impact Fees of the Auburn City Code

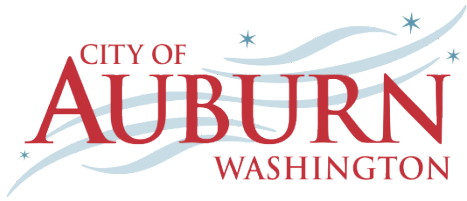
- F. Ordinance No. 6985 (Krueger) (10 Minutes)
An Ordinance relating to the Park Impact Fees Code, Chapter 19.08 of the Auburn City Code

AGENDA ITEMS FOR COUNCIL DISCUSSION

- A. Ordinance No. 6991 (Thomas) (30 Minutes)
An Ordinance amending the City's 2025-2026 Biennial Budget

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Pierce Transit Destination 2045 Long Range Plan (Gaub) (15 Minutes)

Meeting Date:

July 28, 2025

Department:

Public Works

Attachments:

Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Pierce Transit staff will present an overview of the 2nd draft of their Destination 2045 Long Range Plan, which is now open for public feedback.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

DESTINATION 2045

LONG RANGE PLAN



2ND DRAFT
Revised June 18, 2025



Community Input



Open Houses/
Town Halls



Special
Coordination
Meetings



Jurisdiction Meetings
for Comprehensive
Plan Update



City Council/Planning
Commission Meetings



Community
Group Events



700

Survey responses
received (Phase 1)



**JULY 2024-
JUNE 2025**

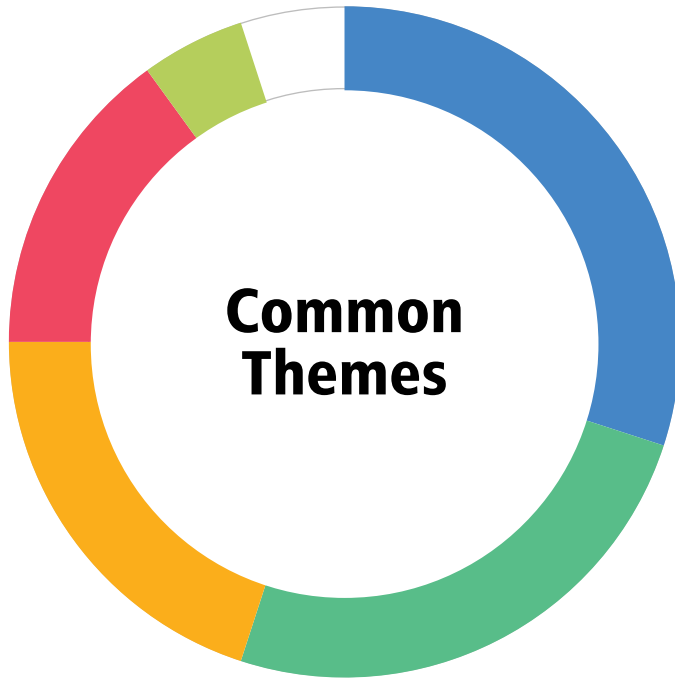
Outreach time frame



75%

Of survey respondents
are current riders

Community Input



- **More Frequent Service** 30%
- **New Routes** 25%
- **Extended Hours** 20%
- **Improved Connections** 15%
- **Bus Rapid Transit** 5%
- **Other** 5%

"More buses, on more routes, running more frequently, and later into the evening."

"I hope transit benefits the community by bridging walkable areas to each other and supporting centers of growth."

"I think it should have additional stream rapid routes. This can be done by upgrading and modifying much of the existing routes and having them run very frequently."

"I run into the problem that bus schedules on weekend don't run frequent enough and late enough I either have to show up really early to work and have to walk home because of the schedules."

"Better coverage, both in service hours and locations."

"More frequent trips to make transit a viable option for daily travel in Pierce County."

"Focus on bus routes and timely connection."

"More frequent service would encourage people to try transit and become regular transit users."

What's New in the 2nd Draft



Grounded in long-range financial forecasts to ensure feasibility

Up to 482,000 service hours possible with existing funding

Service growth scenarios simplified to show what's realistically achievable

BRT removed from core plan but may still be grant-funded

Our Plan is Two-Fold

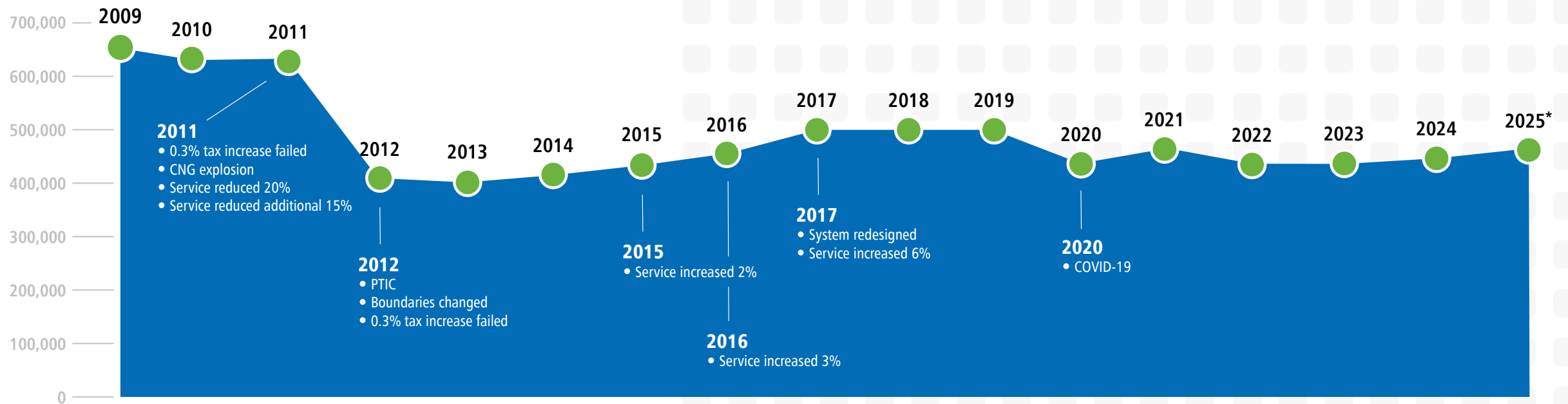
Strengthen Connections

- Connect routes to major regional projects
- Busiest routes run every 15 minutes
- Routes run until 10:00pm

Enhance Access

- Elevate more routes to high-capacity level of service
- More frequent bus trips
- 4 new routes improving service for 107,000 people

Service Hours Over Time



*approximately

Baseline Scenario

0.6%

Sales Tax

482,000

Annual Service Hours

More Frequent Trips

- Routes 1 & 3 upgraded to 15-minute weekday service from 6:00 AM to 7:00 PM

Route Adjustments

- Spanaway Transit Center served by both the Stream Community Line and Route 1
- Stream Community Line extended to reach Commerce Street Station
- Routes 2, 41, 42, 400, 402, 500, and 501 modified to connect with new Sound Transit Link stations

Scenario A

Includes all service enhancements from Baseline

0.9%

Sales Tax

600,000

Annual Service Hours

24%

Service Hour Increase

More Frequent Trips

- The Stream Community Line and Routes 2 and 3 operate every 15 minutes on weekdays
- Increased weekday and/or weekend frequency for 16 routes
- Most routes operate every 30 minutes or better on weekdays

Increase Operating Hours

- Extended weekend service for 15 routes, ending at 8 p.m., 10 p.m., or 12 a.m.
- Stream Community Line, Routes 2, 3, 4, and 25 operate until 12:00 a.m. on weekdays

Route Adjustments

- Route 1 replaced by Stream Community Line (Spanaway–Commerce) and Route 25 (TCC–Commerce)
- Routes 52 and 55 combined into new Route 5 with same path and frequency

current 0.6% sales tax = 482,000 annual service hours

Scenario B

Includes all service enhancements from Scenario A • Requires RCW Change

1.1%

Sales Tax

750,000

Annual Service Hours

55%

Service Hour Increase

More Frequent Trips

- High capacity Stream Lines: Stream Community Line, Routes 2 and 3 operate every 15-minutes on weekdays, 20-min evenings/weekends
- 20-minute weekday frequency on Routes 4, 41, 48, 54, and 202
- 30 minute weekend frequency for most routes

Increase Operating Hours

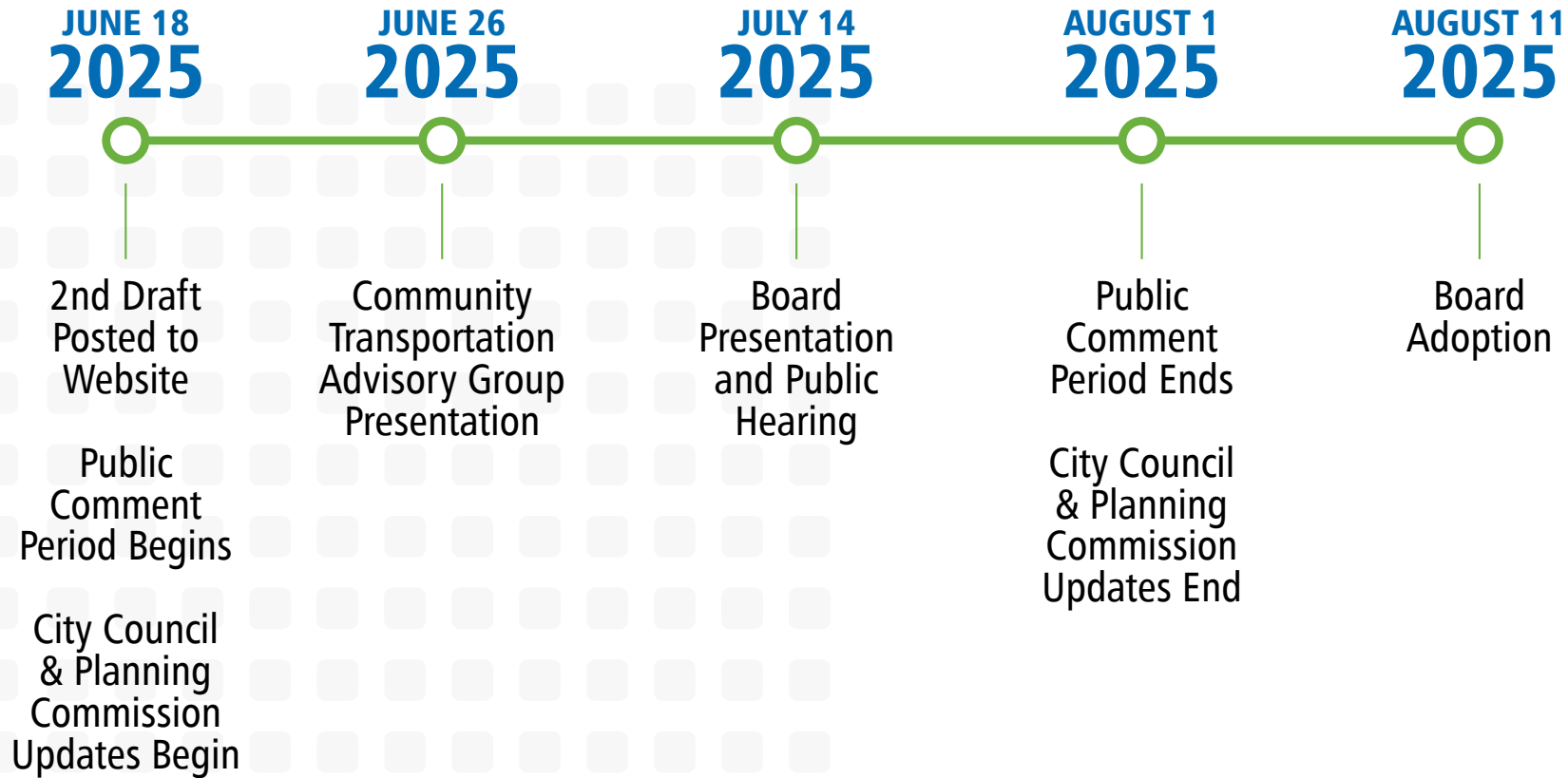
- Extended service span on 13 routes
- Most routes run until at least 10 p.m. Saturday and 8 p.m. Sunday

4 New Routes Serve:

- Puyallup
- Port of Tacoma/East Tacoma
- Central Tacoma/Lakewood
- North Tacoma, with Point Ruston connection

current 0.6% sales tax = 482,000 annual service hours

Next Steps



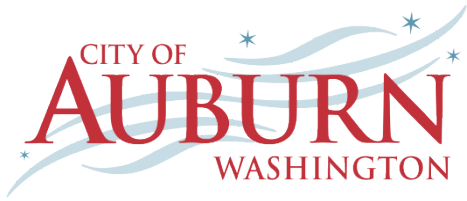
DESTINATION 2045

LONG RANGE PLAN



2ND DRAFT
Revised June 18, 2025





AGENDA BILL APPROVAL FORM

Agenda Subject:

King County Metro South Link Connections Project Update (Gaub) (15 Minutes)

Meeting Date:

July 28, 2025

Department:

Public Works

Attachments:

Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

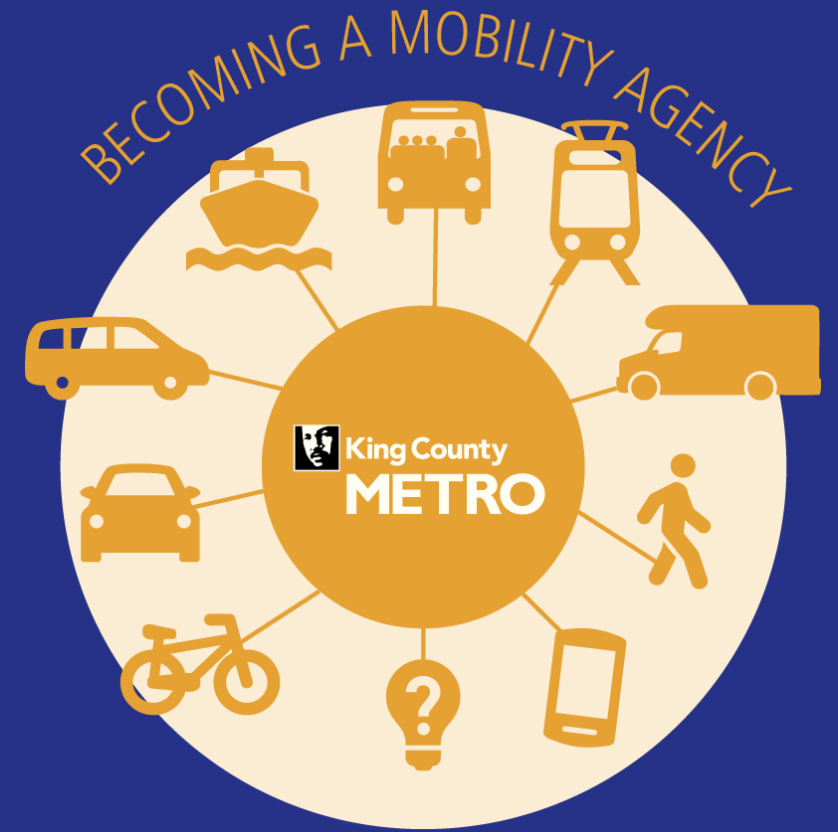
King County Metro staff will present an overview and update of the South Link Connections Project Phase 3, which is now open for public feedback.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

South Link Connections Mobility Project

Presentation to Auburn City Council
July 28, 2025



Project Scope

- **Project routes** – Twenty-two routes
 - Ten all-day routes: A Line, 156, 165, 181, 182, 183, 187, 631, 901, 903
 - Twelve peak-only routes: 121, 122, 123, 154, 157, 162, 177, 178, 179, 190, 193, 197
- **Project area** – Communities in ten cities and unincorporated King County
 - Algona, Auburn, Burien, Des Moines, Federal Way, Kent, Normandy Park, Pacific, SeaTac, Tukwila, and unincorporated areas
 - The project area will be the focus of community engagement and equity analyses



South Link Connections Mobility Priorities



Greater transit coverage



Improved early morning and nighttime service



Faster travel times within and beyond the project area

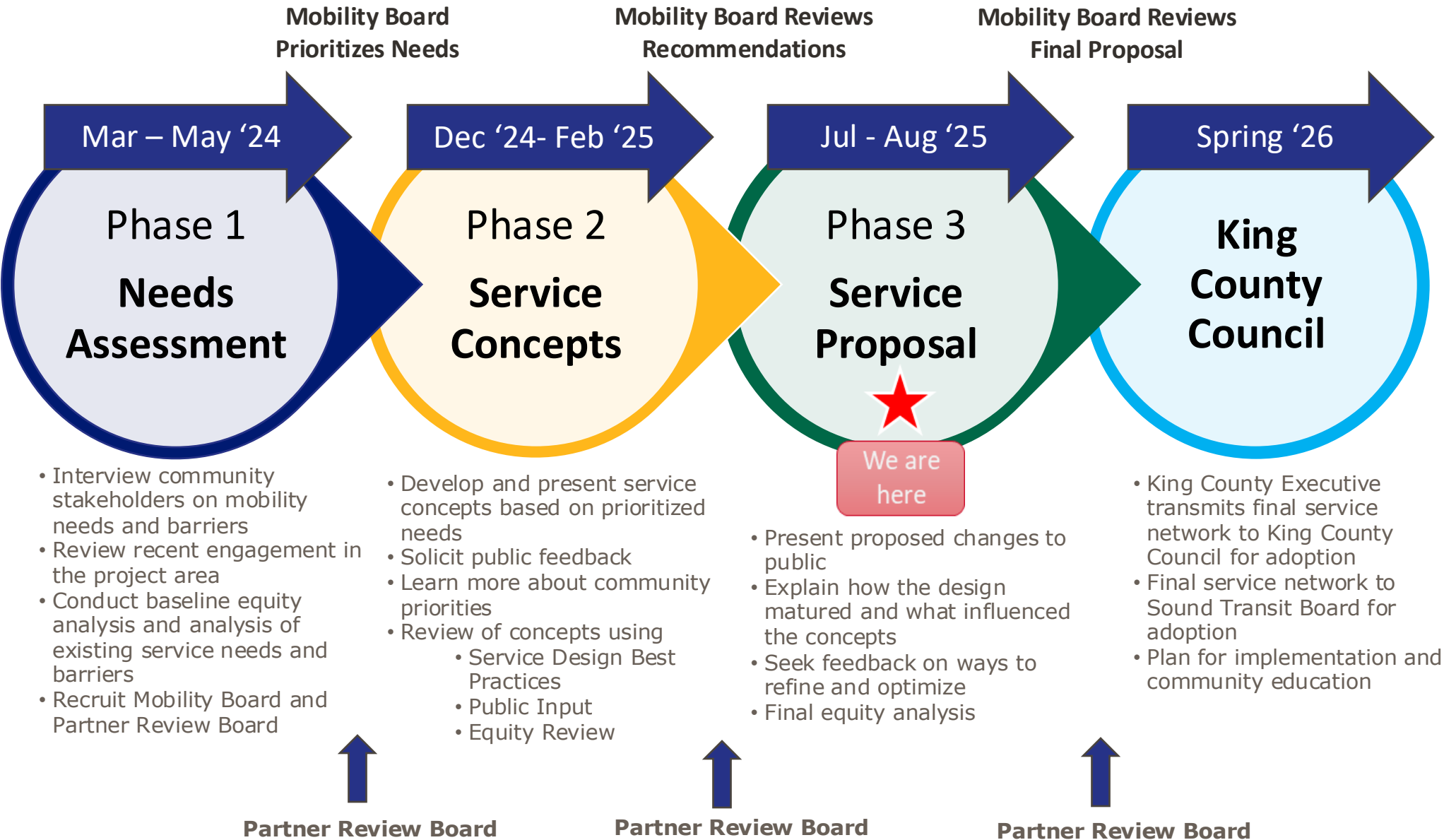


Improved east-west transit connections



Increased weekend service, especially on Saturdays

Engagement Timeline – Fall 2026 Implementation



Phase 2 Engagement

December 4, 2024 – February 28, 2025

2,778 online survey engagements
(1,469 answering overall question)

844 direct feedback from
CBOs

19 community and
governmental
presentations

25 transit stop outreach
shifts

2 days of bus base visits

90+ Hours
of in-person
outreach

14 tabling
events

53 recorded
emails or
comments

Flyers at
45+
locations

Email
outreach to
200+
organizations

3 virtual
info
sessions

Phase 2 Outreach – Auburn

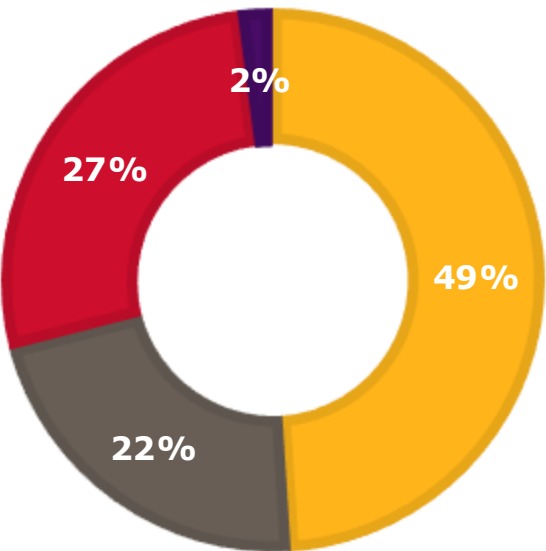
- **Multi-lingual text/email alerts** riders on Routes 181 and 165
- **4 Mobility Board members**
- **Flyers** in locations including Auburn Community & Event Center, along Harvey Rd. & 8th St., White River Junction, Green River College, Auburn Main Street Market
- **Tabling** at 5 Auburn community events including Auburn School District College & Career Fair
- **Street Teams** at Auburn Transit Center, Green River College
- **Culturally-specific outreach by** Alimentando El Pueblo
- **Rider alerts** at 6 local bus stops
- 2/24/25 **Auburn City Council presentation**



Phase 2 - Survey Results

Overall Support for Network

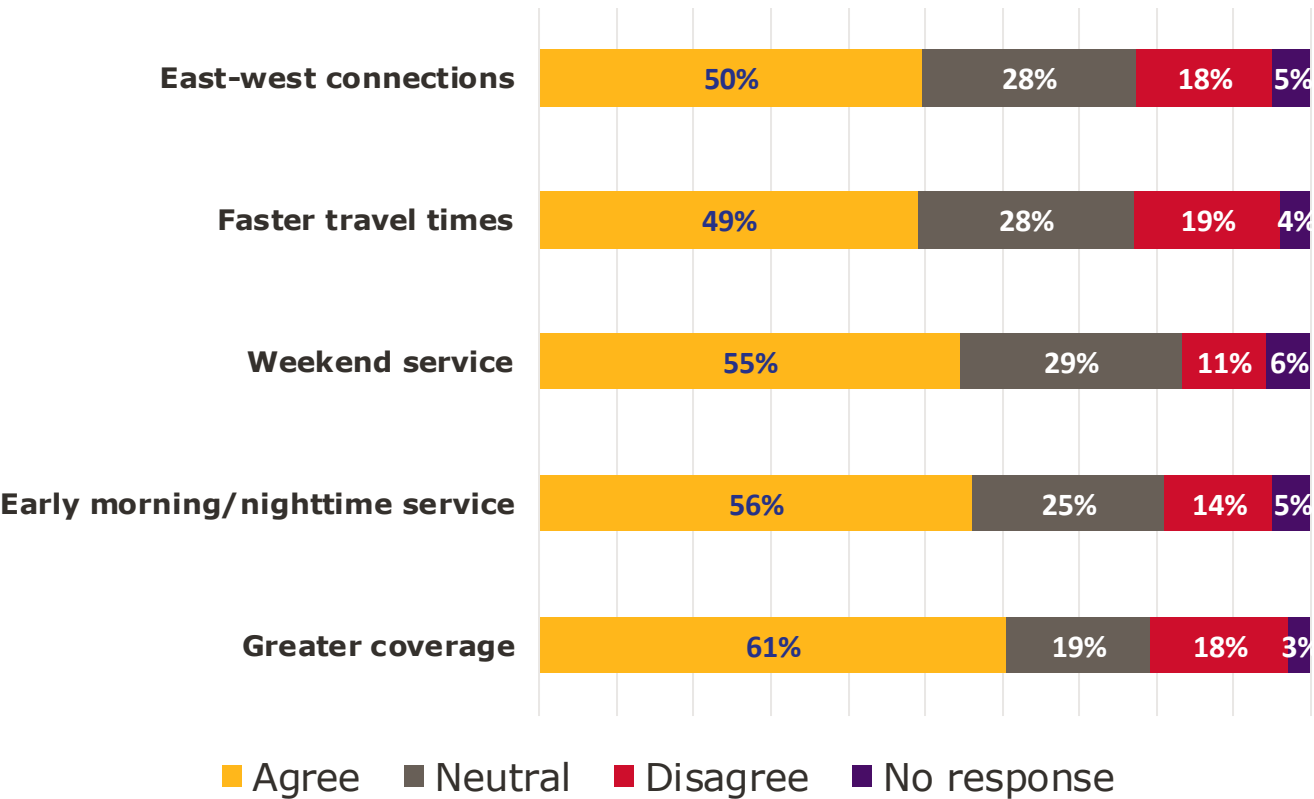
Positive Neutral Negative No Response



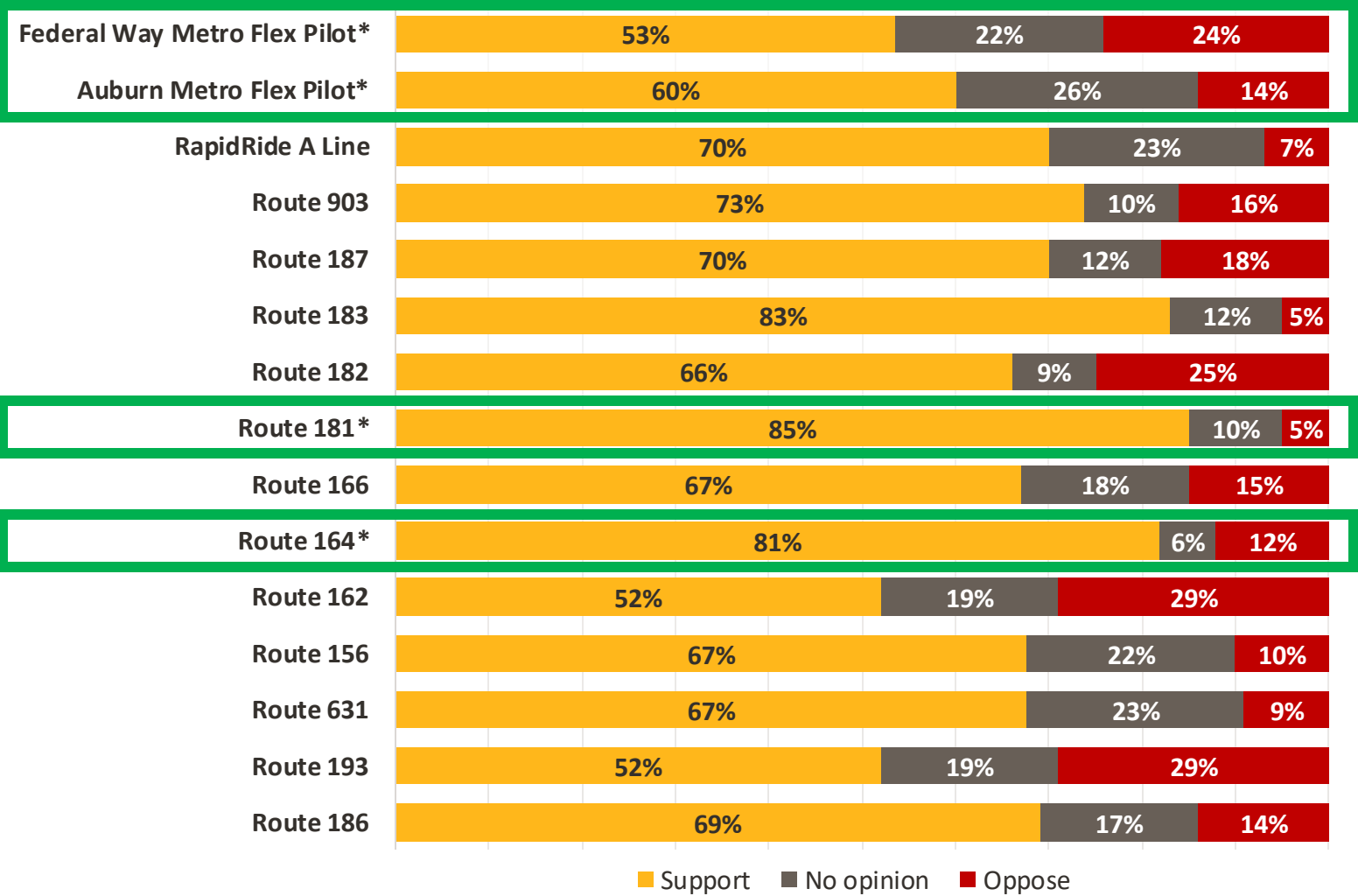
Priority Populations

Positive: 52%
Neutral: 20%
Negative: 25%

Does the network advance mobility priorities?



Phase 2 - Satisfaction by Route



Proposals for Routes 181, 164, and 183 have the **highest** approval ratings among survey respondents.

Proposals for Route 193, Route 162, and the Federal Way Metro Flex pilot have the **lowest** approval ratings among survey respondents.

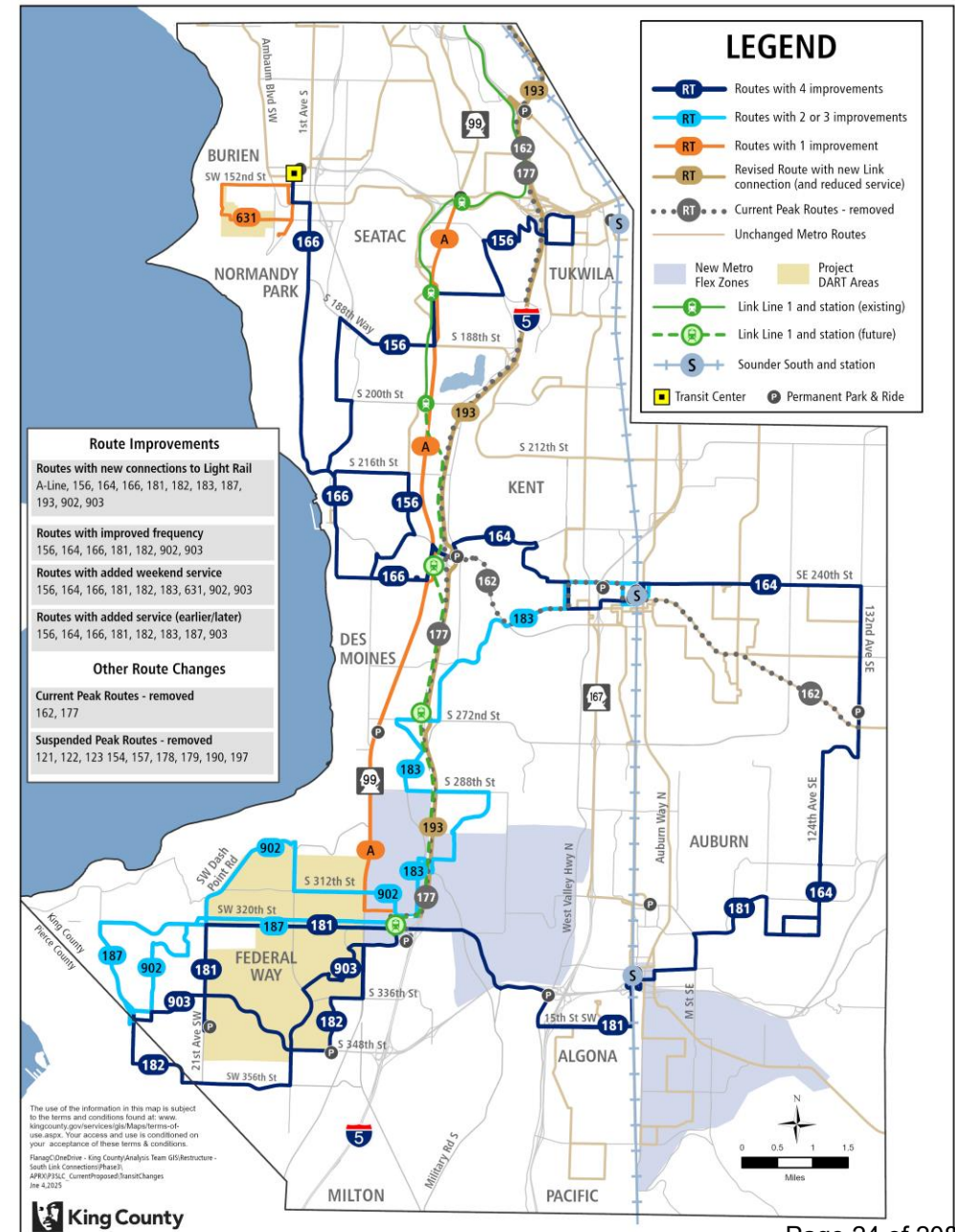
Auburn Routes

Phase 3 - Network Highlights

The proposed network uses resources from removed peak-only routes to enhance all-day, all-week travel with:

- **Frequent service on two east-west connections**
- **New weekend service**
- **Easier-to-understand service:**
 - More direct, two-way service to improve travel times
 - Consistent schedules on Saturdays and Sundays for all routes
- **Trips running earlier, later, and more often** on most routes
 - 47% more trips on weekdays
 - 61% more trips on Saturday
 - Twice as many trips on Sunday
- **Removed peak-only routes:** nine suspended routes (121, 122, 123, 154, 157, 178, 179, 190, 197), two in-service routes (162, 177)

South Link Connections Phase 3: Transit Changes



What was changed based on Phase 2 engagement

Based on feedback that we heard during Phase 2 engagement, the Phase 3 network proposes:

- **77 more trips throughout the week**, with increased frequency on five routes and earlier/later trips on eight routes compared to the Phase 2 network.
- **Adjustment of proposed Metro Flex service**, removing Saturday service to add earlier and later weekday trips, providing better connections for work trips.
- In order to fund these improvements, the Phase 3 network proposes the **removal of duplicative peak-only Route 162**.



What we did not address at this time

In Phase 2 engagement we heard:

- **The desire to retain peak-period bus service between the project area and downtown Seattle**
 - As the South Link Connections project is working with a cost-neutral budget, difficult tradeoffs have to be made. Resources from the removal of peak-only routes are used to invest in the community-identified priority mobility needs and light rail will connect riders to downtown Seattle.
- **The desire for additional increased coverage**
 - The Phase 3 network increases coverage with the proposed Metro Flex zones. Providing additional increased coverage would require deviating existing routes or creating new routes. With a cost-neutral budget this would mean removing service improvements that align with the community-identified priority mobility needs.

Impacts to Auburn

New Route 164: Kent Des Moines Station to Green River College via Kent Station

How often might this bus run?

	Frequency (minutes)				Hours of Service
	Peak 6-9 am 3-7 pm	Midday 9 am- 3 pm	Evening 7-10 pm	Night 10 pm- 6 am	Rounded to the nearest 15 minutes
Weekday	15	15	30	30	4:15 AM - 11:30 PM
Saturday	15	15	30	30	4:45 AM - 11:00 PM
Sunday	15	15	30	30	4:45 AM - 11:00 PM

Key: Service Increase Service Decrease No Change

How might my bus be changing?



Faster travel times



Improved east-west connections

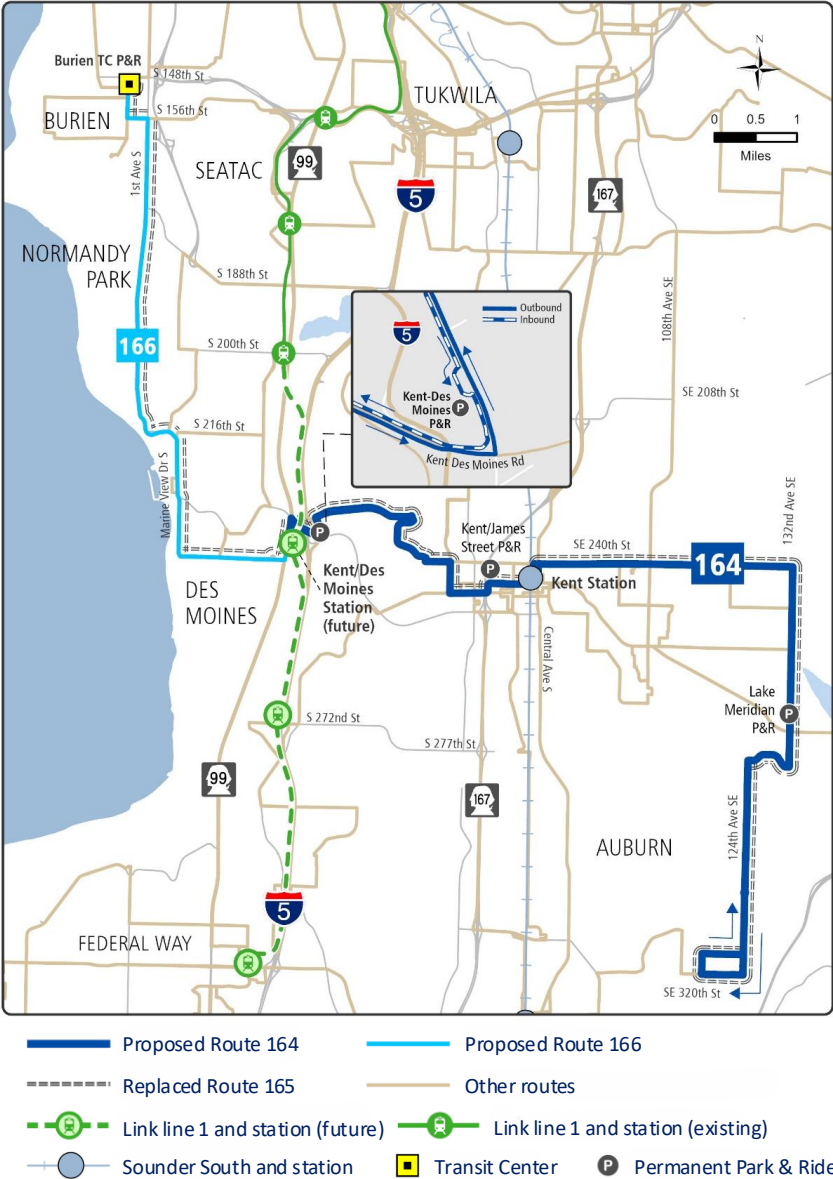


Improved early morning and nighttime service



Increased weekend service

- Route 165 would be split into two new routes: Routes 164 and 166.
- New Route 164 would replace the part of Route 165 traveling between Kent Des Moines Station and Green River College. For travel between Kent Des Moines Station and Burien Transit Center, see [new Route 166](#).
- This route would provide more frequent trips earlier in the morning and later at night every day of the week for most riders currently using Route 165.
- On most trips, Route 164 riders traveling to Burien/Normandy Park can continue on Route 166 without switching buses at Kent Des Moines Station. **Some trips would require a transfer.**



Improved Route 181: Twin Lakes P&R to Green River College via Federal Way Downtown Station, Outlet Collection Seattle, & Auburn Station

How often might this bus run?

	Frequency (minutes)				Hours of Service Rounded to the nearest 15 minutes
	Peak 6-9 am 3-7 pm	Midday 9 am- 3 pm	Evening 7-10 pm	Night 10 pm- 6 am	
Weekday	15	15	15-30	30	5:00 AM - 11:00 PM
Saturday	30	30	30	60	6:00 AM - 11:00 PM
Sunday	30	30	30	60	6:00 AM - 11:00 PM

Key:

Service Increase

Service Decrease

No Change

How might my bus be changing?



Faster travel times



Improved east-west connections

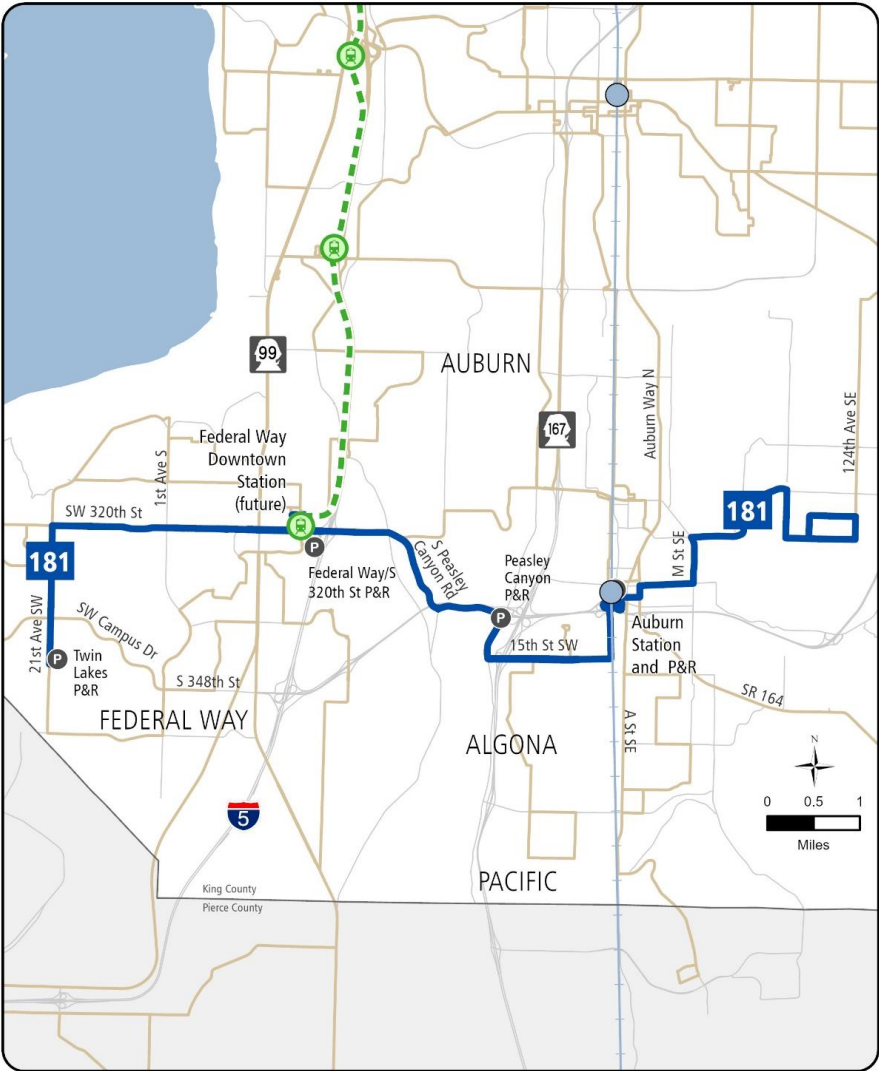


Increased weekend service



Improved early morning and nighttime service

- Improved Route 181 would serve Federal Way Downtown Station. There would be no other changes to the path that the bus takes.
- More trips throughout the day on weekdays, Saturdays, and Sundays. Earlier trips in the morning and later trips in the evening on Sundays



Proposed Route 181

Other routes

Permanent Park & Ride

Link line 1 and station (future)

Sounder South and station

New South Auburn Metro Flex Pilot

How often might this bus run?

Hours of Service	
Rounded to the nearest 15 minutes	
Weekday	5:30 am – 7:30 pm
Saturday	n/a
Sunday	n/a

Key: Service Increase Service Decrease No Change

How might my bus be changing?



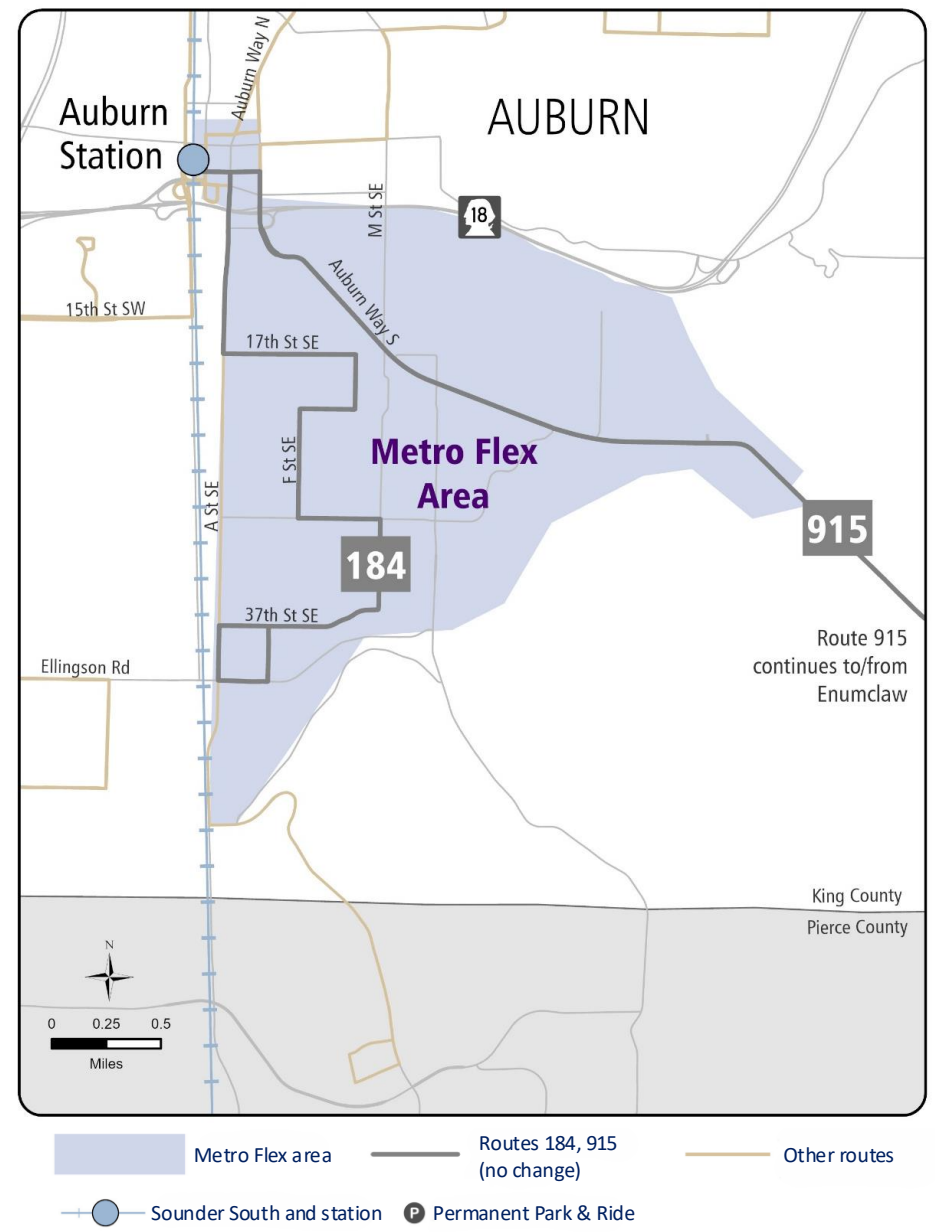
Greater transit coverage



Improved east-west connections

Metro Flex is an on-demand transit service. Riders can travel anywhere in the service area for the same cost as a bus trip. More information on Metro Flex can be found [here](#).

- This new Metro Flex service area would include Auburn Riverside High School, Auburn Station, and the areas south of State Route 18, east of A St SE, north of the White River, and west of Auburn Way S/Forest Villa Manor.
- This zone would provide on-demand rides within the service area on weekdays. There would be no weekend service.
- This Metro Flex zone would be a pilot project for two years. After this time, Metro will evaluate whether to continue this service based on equity, ridership, cost, and how well the service increases access to transit and community assets.



New Federal Way Metro Flex Pilot

How often might this bus run?

Hours of Service	
Rounded to the nearest 15 minutes	
Weekday	5:30 am – 7:30 pm
Saturday	n/a
Sunday	n/a

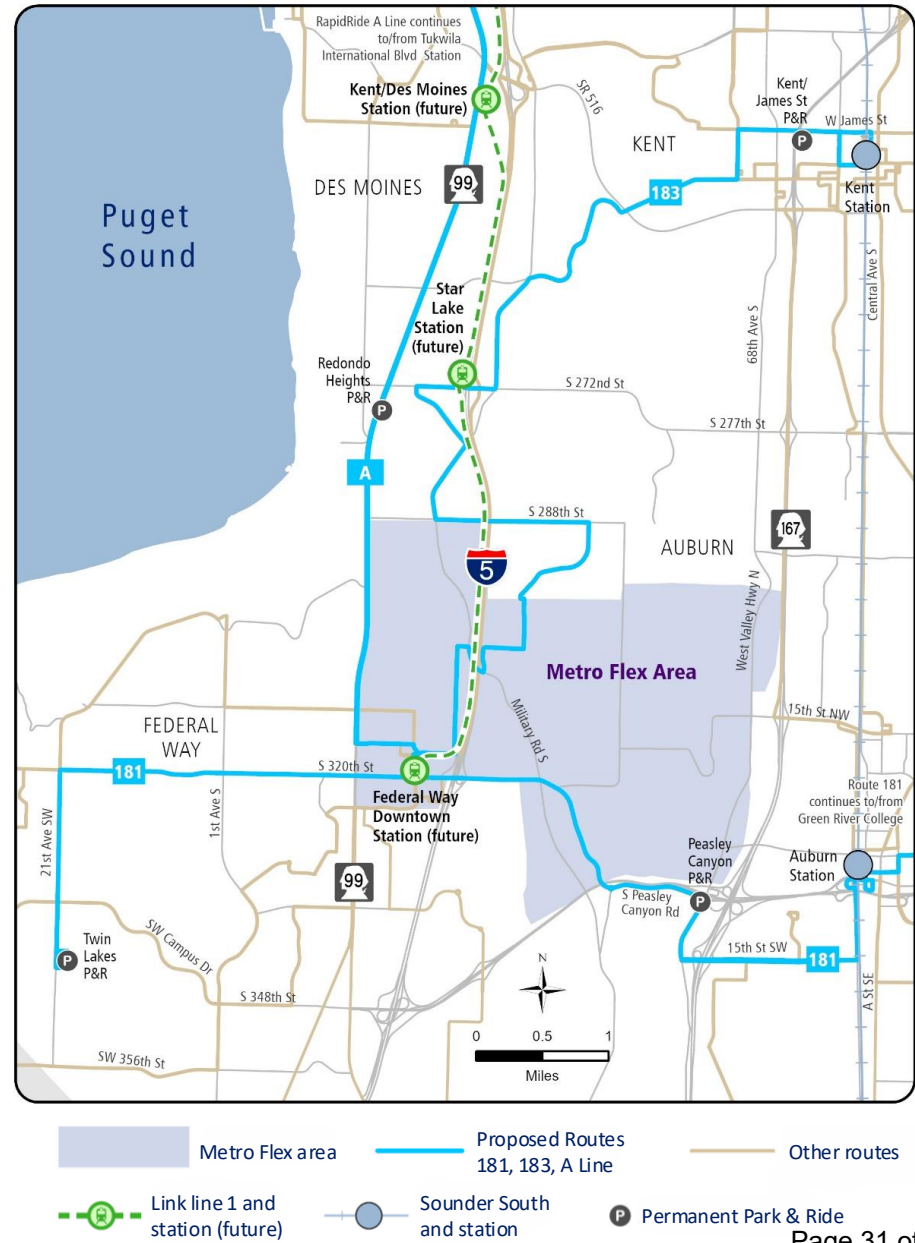
Key: Service Increase Service Decrease No Change

How might my bus be changing?



Metro Flex is an on-demand transit service. Riders can travel anywhere in the service area for the same cost as a bus trip. More information on Metro Flex can be found [here](#).

- This new Metro Flex service area would include the Federal Way Downtown Station, Laurelwood south of S 288th St, and West Hill south of S 298th St, west of W Valley Highway N, and north of State Route 18.
- This zone would provide on-demand rides within the service area on weekdays. There would be no weekend service.
- This Metro Flex zone would be a pilot project for two years. After this time, Metro will evaluate whether to continue this service based on equity, ridership, cost, and how well the service increases access to transit and community assets.



Phase 3 Engagement

Engagement Overview

July 7th – August 31st

www.SouthLinkConnections.com

- Short survey
- Flyers
- **Materials available in 15 languages:** *Amharic, Arabic, Chinese (Simplified and Traditional), Dari, English, French, Korean, Russian, Somali, Spanish, Tagalog, Tigrinya, Ukrainian, and Vietnamese*
- Public outreach at community meetings, events, bus stops and transit centers
- Flyers at bus stops, transit centers, & on buses
- Social media campaign & toolkit
- Community Based Organization (CBO) partner led, culturally-specific outreach



- Finalize proposal with Mobility Board
- Partner Review Board feedback
- City Council presentations
- Direct engagement with key stakeholders
- Metro-led virtual information sessions

Virtual Information Sessions

Wednesday, August 6, 2025, 12:00 p.m.

Wednesday, August 20, 2025, 6:00 p.m.



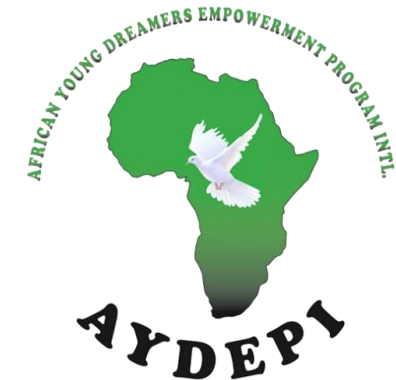
Community Based Organizations (CBO) Formal Partnerships



Federal Way Black Collective



+ outreach to more than 200 organizations



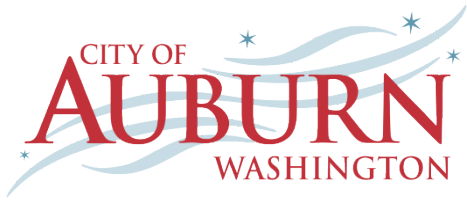
African Young Dreamers
Empowerment Program International

How Cities Can Get Involved

- Take the survey and let us know of local events by August 31st
- Share the survey, open houses, and information on your social media, in your newsletters, and with constituents. Social media toolkit provided by Metro.
- Support continued participation of city staff in the Partner Review Board
- Reach out to Government Relations with any questions or concerns:
 apleasant-brown@kingcounty.gov
 and gejones@kingcounty.gov



Thank you!
Questions?



AGENDA BILL APPROVAL FORM

Agenda Subject:

Capital Projects Status Report and Feature Project: Neighborhood Traffic Safety Program (Gaub) (20 Minutes)

Meeting Date:

July 28, 2025

Department:

Public Works

Attachments:

Presentation, CPS Report

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The purpose of this discussion is to inform the Council and Public of the overall status of the City's Capital Project program managed by the Public Works Engineering Services Division, and present the feature project: Neighborhood Traffic Safety Program.

Engineering Services is currently managing 40 projects, totaling approximately \$135.8 million in total project costs. Of these projects, 22 are in design and 18 are under construction. Information for each project is listed in the Capital Project Status (CPS) Report.

The feature project highlighted with this presentation is the City's Neighborhood Traffic Safety Program. This program aims to improve safety for all road users, reduce speeds in neighborhoods so that most cars drive at or below the speed limit, discourage cut-through vehicle traffic, educate residents through traffic safety awareness and outreach, and meet Auburn's equity goals with a proactive approach. This presentation will give an overview of the program and provide an update on neighborhood traffic safety projects that are completed, currently in construction, and planned for the future.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES
CAPITAL PROJECT STATUS REPORT
&
FEATURE PROJECT:
NEIGHBORHOOD TRAFFIC SAFETY
PROGRAM

MATT LARSON
VERONICA BEAN
CITY COUNCIL STUDY SESSION
JULY 28, 2025

Public Works Department
Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

CAPITAL PROJECTS – CURRENT STATUS

40 Active Capital Projects

(Approximate total project value \$135.8 million)

- 22 in Design Phase

(Approximate total project value \$85.2 million)

- 18 in Construction Phase

(Approximate total project value \$50.6 million)

CPS REPORT

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2308	R Street SE/21st Street SE Roundabout The project will construct a single lane roundabout at the intersection of R Street SE and 21st Street SE.	\$2,980,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Kim Truong	Design and property acquisition process are underway. Design is 60% complete.	HDR, Inc.	TBD
CP2210	M Street NE Widening (Main to 4th Street NE) The project will widen M Street NE to a 4/5 lane section between Main Street and 4th Street NE. The project will also replace the signal at Main/M Street.	\$6,923,000	QTR 1 (JAN-MAR) 26	QTR 1 (JAN-MAR) 27	Nahom Kahsay	Design is underway.	KPG Psomas	TBD

- Capital Project Status available online:

https://www.auburnwa.gov/city_hall/public_works/capital_projects

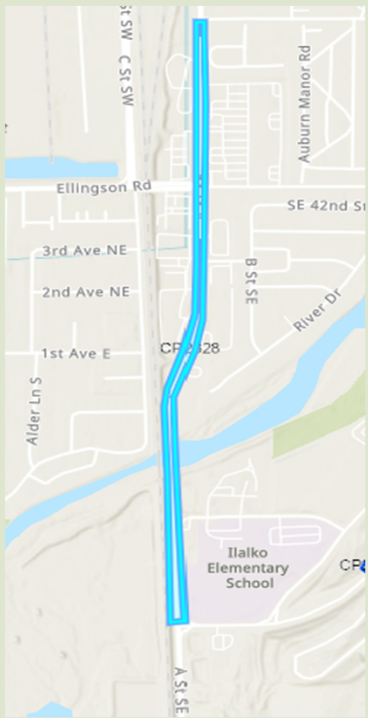
CURRENTLY IN CONSTRUCTION



SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

4

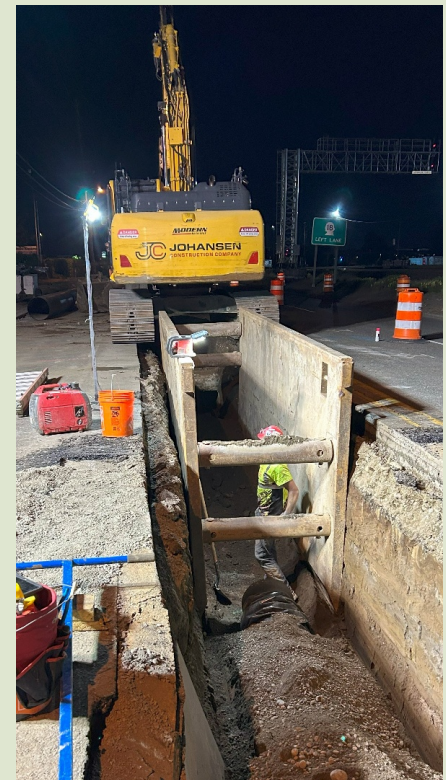
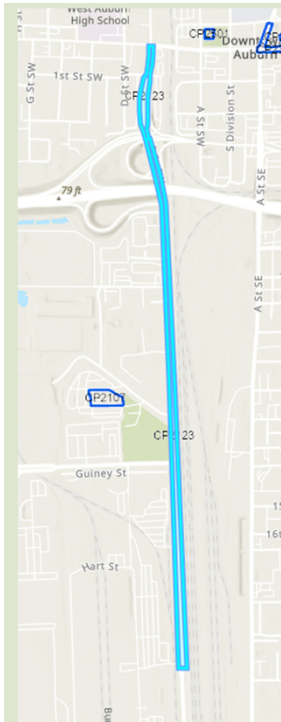
CP2328 A STREET SE PRESERVATION (37TH ST SE TO LAKELAND HILLS WAY)



Page 3 in CPS Report.



CP2123 C STREET SW PRESERVATION

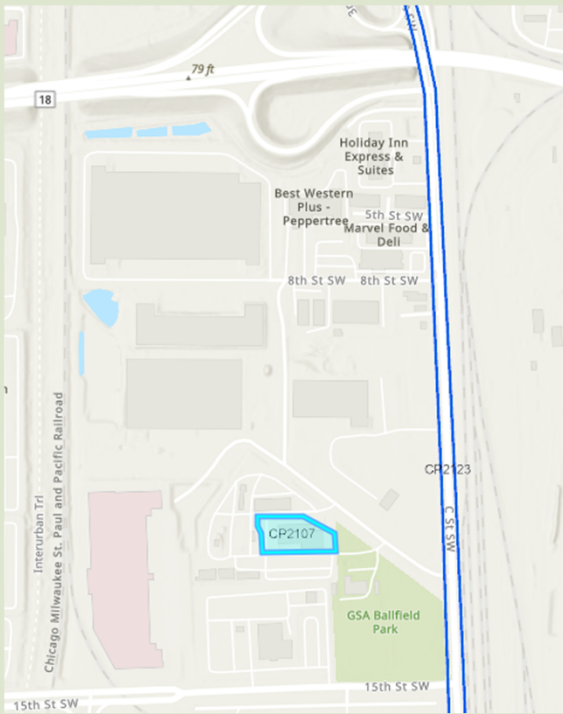


Page 5 in CPS Report.

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

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CP2107 PUBLIC WORKS M&O FACILITY IMPROVEMENTS

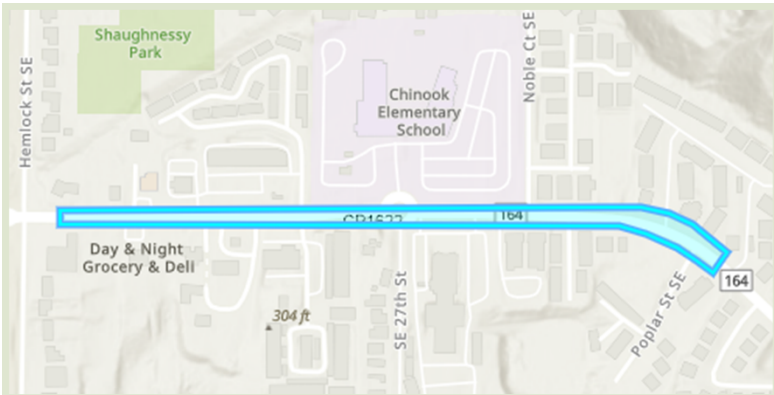


Page 6 in CPS Report.



SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

CP1622 AUBURN WAY SOUTH IMPROVEMENTS (HEMLOCK TO POPLAR)



Page 7 in
CPS Report.

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8

CP2321 DOWNTOWN INFRASTRUCTURE IMPROVEMENTS



Page 3 in CPS Report.

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

9

NEIGHBORHOOD TRAFFIC SAFETY PROGRAM

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

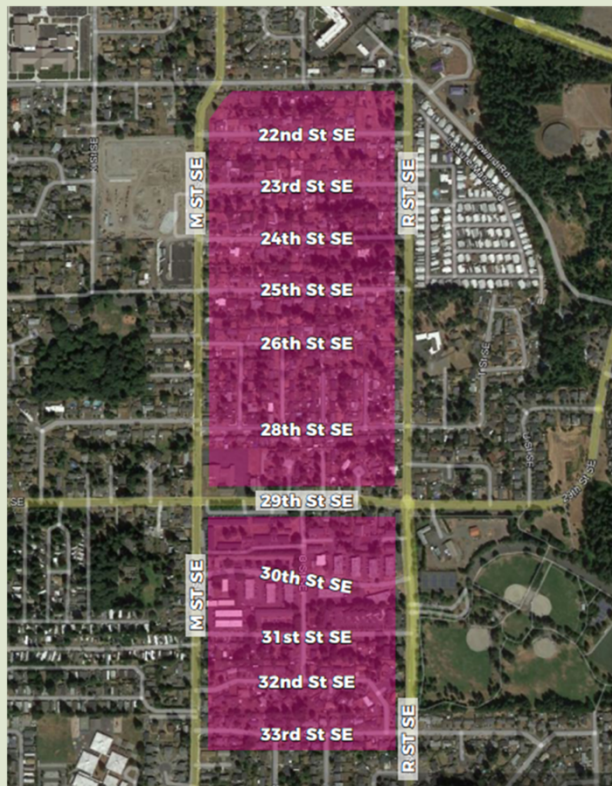
10

NEIGHBORHOOD TRAFFIC SAFETY PROGRAM REFRESHER

The objectives of the neighborhood traffic safety program are to:

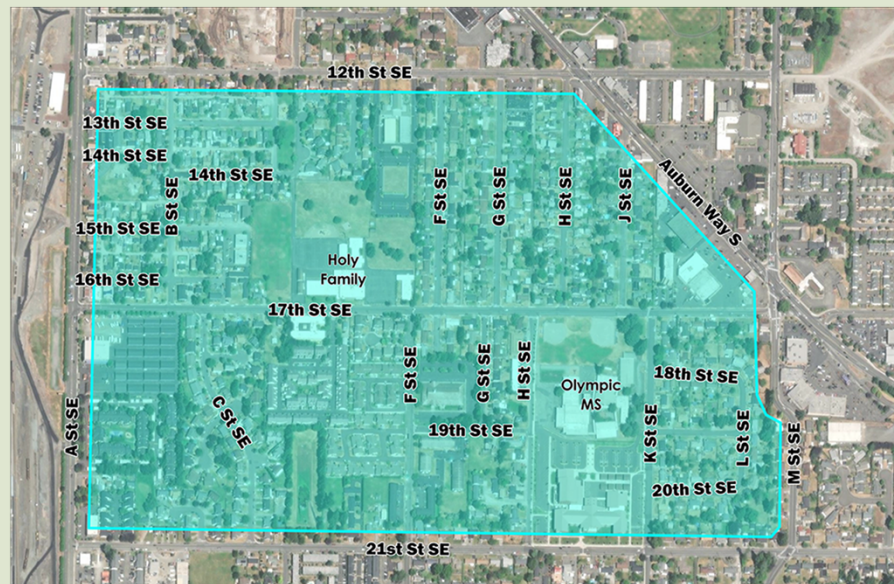
- Improve safety for all road users, especially pedestrians and cyclists.
- Reduce speeds in neighborhoods so that most cars drive at or below the posted speed limit.
- Discourage cut-through vehicle traffic and to encourage drivers to use streets that are designed for higher traffic volumes.
- Educate residents through traffic safety awareness and outreach.
- Meet Auburn's equity goals with a proactive approach to ensure all neighborhoods are evaluated and encourage residents to participate in the process.

NEIGHBORHOOD TRAFFIC SAFETY PROGRAM REFRESHER



Proactive areawide approach

- Evaluate complete neighborhoods
- Aims to prevent shifting of cut-through and speeding traffic

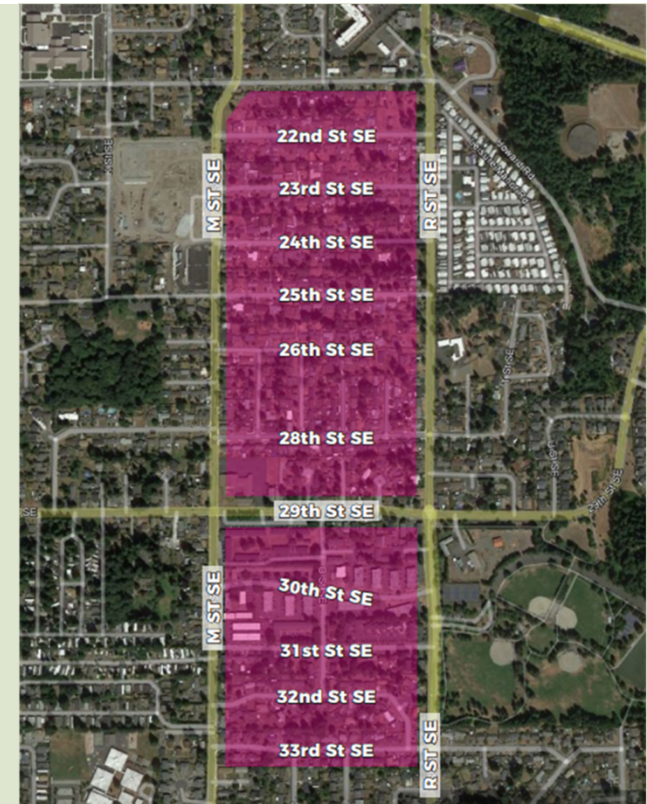


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2022 FOCUS AREA

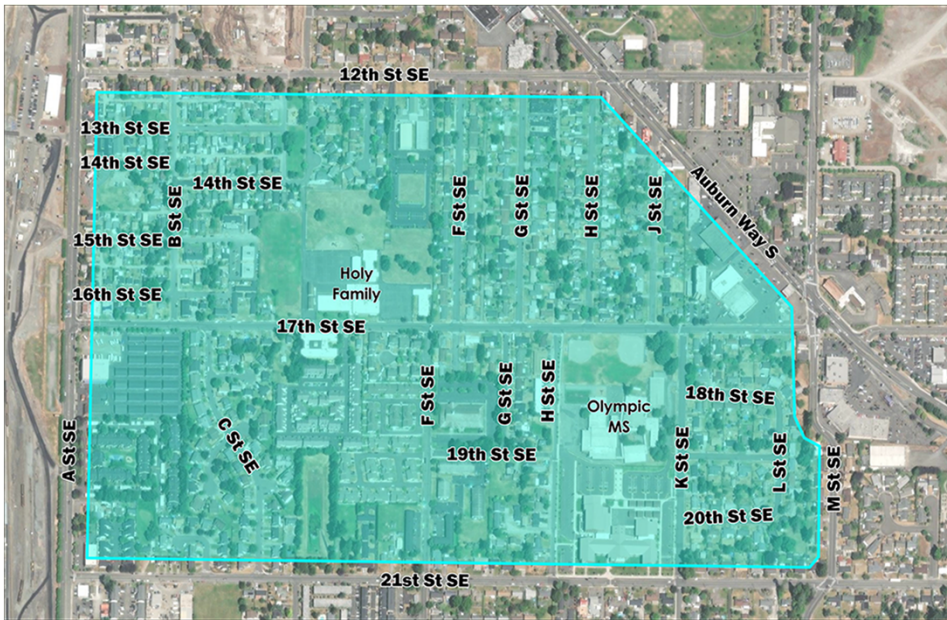
- Speed cushions on 30th, 31st, 32nd, and 33rd Streets SE
- New sidewalk on north side of 32nd St SE
- Raised crosswalk w/RRFB at the intersection of M St SE & 25th St SE
- Additional signage



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2023/2024 FOCUS AREA



- Speed cushions on F St SE, G St SE, H St SE, J St SE, K St SE
- Traffic circles on B St SE
- Additional signage



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2025 FOCUS AREAS

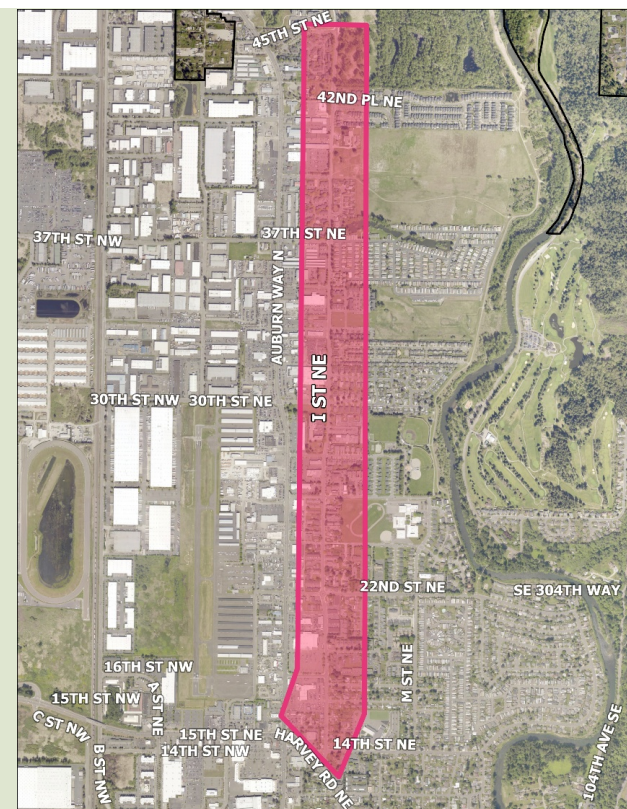


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15

2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

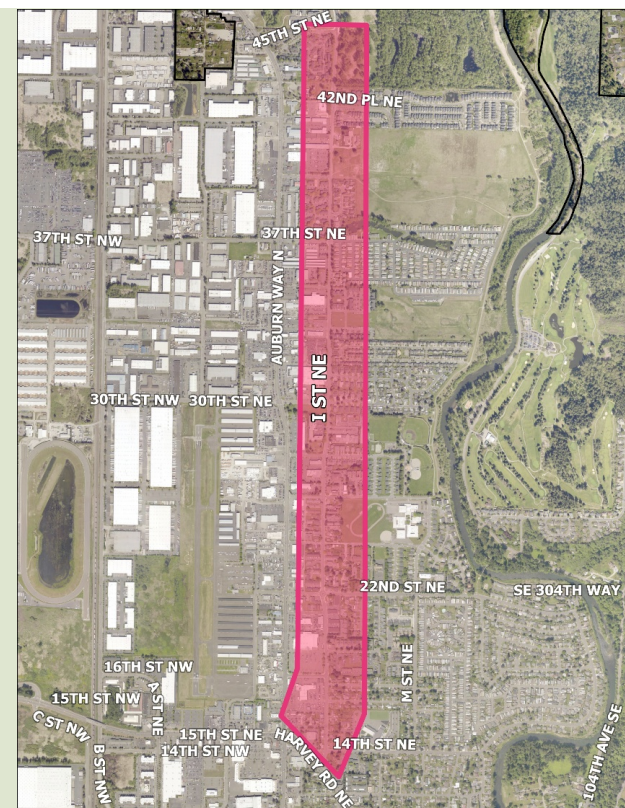
- Recent connection to 277th
- Recent and upcoming development and I-Line on Auburn Way North
- Gaps in sidewalk and bike facilities
- Concerns we have heard:
 - Vehicle speeds, Posted speed limit
 - Cars leaving roadway
 - Stop sign compliance
 - Sidewalks



2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Steps:

- Collect and analyze data
- Begin project design
- Online Open House(s)
- Review feedback and finalize project
- Construction (Summer 2026)



2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements

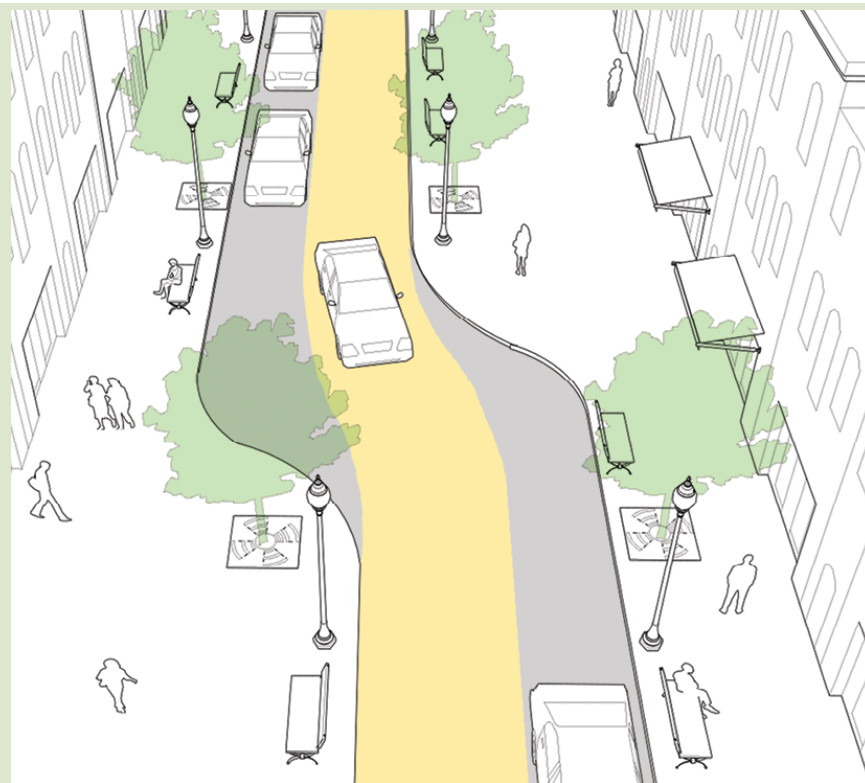


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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes



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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs



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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs
- Mid-block narrowing



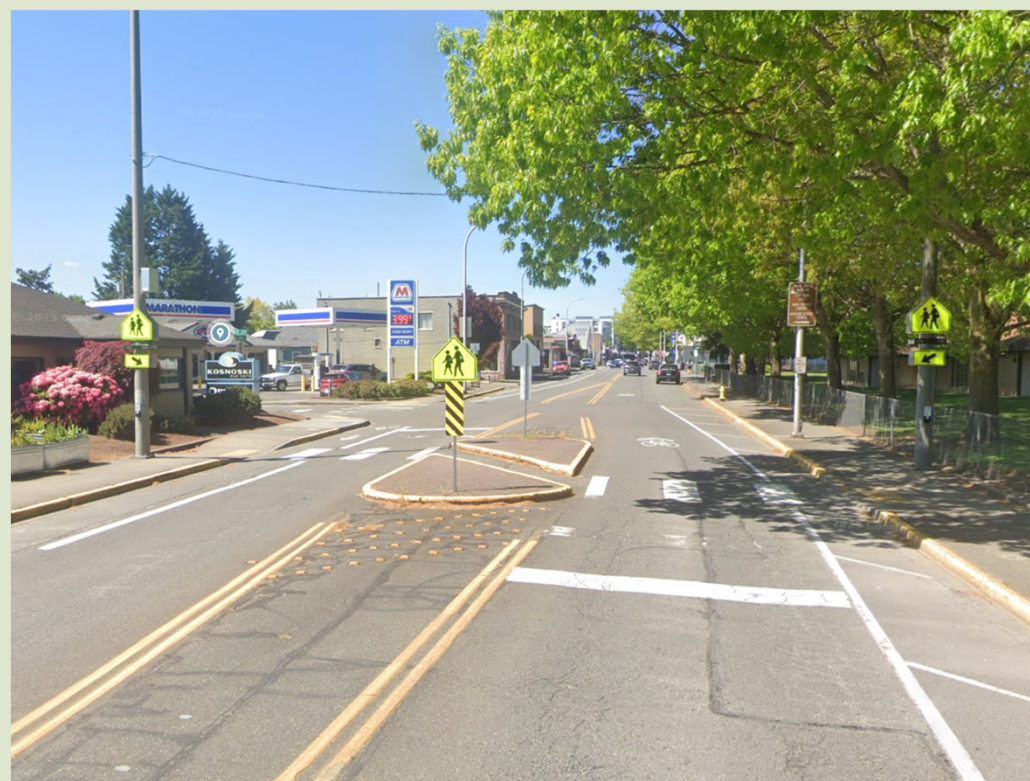
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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs
- Mid-block narrowing
- Medians and enhanced crosswalks (RRFBs)



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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs
- Mid-block narrowing
- Medians and enhanced crosswalks (RRFBs)
- Street lighting



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2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs
- Mid-block narrowing
- Medians and enhanced crosswalks (RRFBs)
- Street lighting
- Sidewalks



2026 FOCUS AREA – I ST NE – HARVEY TO 45TH

Traffic Safety Toolbox

- Traffic circles & other intersection improvements
- Chicanes
- Bulb-outs
- Mid-block narrowing
- Medians and enhanced crosswalks (RRFBs)
- Street lighting
- Sidewalks
- Bike facilities



QUESTIONS?

Capital Project Status Report

Public Works Department - Engineering General Services Division

Construction Projects

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2501	Neighborhood Traffic Safety and Pedestrian Accessibility The project will improve safety and pedestrian accessibility on local residential streets by installing speed cushions, speed limit signs, and sidewalk repairs at numerous locations throughout the City.	\$500,000	QTR 3 (JUL-SEP) 25	QTR 3 (JUL-SEP) 25	Samim Qayoomi	Bids were opened on June 10, 2025. The City received 4 total bids and awarded the contract to lowest responsive bidder, Puget Paving and Construction Inc, on July 10, 2025. Construction work is anticipated to begin in July 2025.	N/A	Puget Paving & Construction , Inc.
CP2423	125 E Main Street Demolition This project will demolish the building at 125 East main Street in preparation for the construction of the downtown park adjacent to the future theater.	\$420,000 Includes Interlocal Grant Funds	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 25	Matt Larson	The construction contract was combined with CP2321, Downtown Infrastructure Improvements project and the building demolition is complete.	N/A	ACI
CP2420	Hazelwood Elementary Crossing Retrofit Replace the existing HAWK beacon system with an RRFB at the intersection of SE 304th St and 118th Ave SE.	\$42,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	The construction work is being suspended for the procurement of long lead-time materials. It is anticipated that the work will resume in the fall of 2025.	N/A	Elite Electrical Contracting Co. Inc

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2412	2025 Local Street Preservation The project will reconstruct the pavement, replace ADA ramps at M St SE and 33rd St SE as needed, replace ADA ramps at O St SE and 33rd St SE, construct a receiving ramp on North side of 33rd St SE at O St SE intersection, replace traffic calming devices, and replace the sidewalk/curb & gutter where damaged. Utility needs for the project include water main replacement on 33rd St SE and O St SE, and storm main upgrades.	\$2,280,000	QTR 3 (JUL-SEP) 25	QTR 2 (APR-JUN) 26	Shelbi Moyer	Bids were opened on July 1, 2025. The City received 12 total bids and awarded the contract to lowest responsive bidder, SCI Infrastructure LLC, on July 10, 2025. Construction work is anticipated to begin in August 2025.	KPG Psomas	SCI Infrastructure
CP2335	AWOS, Beacon & Emergency Generator The project will construct a new Automated Weather Observing System (AWOS), replace the Airport beacon, and install a new standby generator. The AWOS is a group of instruments that continuously measures and reports weather data that will be used by pilots. The beacon is a bright light that helps pilots locate the Airport at night and will be replaced due to its age and deteriorating condition. A standby generator will provide backup electrical service during power outages.	\$1,541,761 Includes Federal & State Grant Funds	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Grant funding documents have been submitted to the FAA to begin construction work. Construction work is anticipated to begin in September 2025.	Century West	Colvico (Pending)

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2332	Lea Hill Safe Routes to Schools Complete sidewalk gaps and install enhanced crosswalks on SE 304th Street and 124th Ave SE.	\$1,232,418 Includes State Grant Funds	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Design is complete and this project was advertised for bids on July 16, 2025. Bid opening is scheduled on July 30, 2025. Construction work is anticipated to begin in September 2025.	BCRA	TBD
CP2328	A Street SE Preservation (37th St SE to Lakeland Hills Way) The project will grind and overlay A Street SE from 37th Street SE to the intersection with Lakeland Hills Way. The project also includes ADA upgrades to curb ramps, pedestrian push buttons, replacement of vehicle detection at signalized intersections and channelization.	\$2,034,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 25	QTR 3 (JUL-SEP) 25	Aleksey Koshman	Construction is underway.	N/A	Miles Resources LLC
CP2321	Downtown Infrastructure Improvements This project will construct infrastructure improvements in Downtown Auburn that will support existing development and future re-development activities and to replace infrastructure that is at or near the end of its useful service life. The project also completed the preliminary schematic design of the replacement Auburn Ave Theater.	\$5,240,000 Includes County Grant Funds	QTR 2 (APR-JUN) 25	QTR 1 (JAN-MAR) 26	Matt Larson	Construction is underway. Auburn Ave from E Main St to 1st St NE and E Main Street from Auburn Ave to B Street NE are closed to traffic until the end of August 2025. Access to residences and businesses is being maintained during the closure. This construction contract is combined with CP2423, 125 E. Main St. Building Demo.	Otak	Active Construction , Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2317	2024 Neighborhood Improvements This project will construct neighborhood improvements intended to improve safety, accessibility, and non-motorized connectivity. The project includes installation of new street lighting, construction of new sidewalks, replacement of existing sidewalks, and implementation of traffic calming measures.	\$2,140,000	QTR 3 (JUL-SEP) 24	QTR 3 (JUL-SEP) 25	Aleksey Koshman	Construction is underway.	N/A	Stafford Excavating
CP2309	2023 City Safety Pedestrian Crossing Enhancements The project will install RRFBs at four locations around the City, at the SE 304th Street/116th Avenue intersection, on R Street SE to the north of 37th Street SE, at the S 296th Street/57th Place S intersection, and at M Street SE/33rd Street SE.	\$795,000 Includes Federal Grant Funds	QTR 3 (JUL-SEP) 24	QTR 3 (JUL-SEP) 25	Jeffrey Bender	Construction is nearly complete with minor corrections and work remaining.	N/A	Diversified Holdings
CP2219	Reservoirs 4 and 8 Seismic Retrofits This project will install 4 seismic control valves at 4 of City of Auburn's reservoir sites. Furthermore, the air vents for 3 of the reservoirs will be retrofitted or replaced.	\$1,601,000 Includes State Grant Funds	QTR 1 (JAN-MAR) 24	QTR 3 (JUL-SEP) 25	Aleksey Koshman	Construction is underway.	Parametrix	Northwest Cascade, Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2211	49th Street NE (Auburn Way N to D Street NE) The project will complete the buildout of 49th Street NE between Auburn Way N and D Street NE. The project will widen the roadway, where required, to provide a sidewalk and separated trail.	\$1,440,000	QTR 3 (JUL-SEP) 25	QTR 2 (APR-JUN) 26	Nahom Kahsay	Bids were opened on June 12, 2025. The City received 5 total bids and awarded the contract to lowest responsive bidder, Active Construction, Inc., on July 2, 2025. Construction work is anticipated to begin in August 2025.	BCRA	Active Construction , Inc.
CP2123	C Street SW Preservation This Project will grind and overlay C Street SW between W Main Street and the GSA signal (approximately 2,000 feet to the south of 15th Street SW). As part of the project, non-ADA compliant curb ramps and pedestrian push buttons will be upgraded, and c-curbing and vehicle detection loops will be replaced as needed. There are also, water, storm and sewer improvements along a portion of C St SW.	\$5,240,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 25	QTR 4 (OCT-DEC) 25	Kim Truong	Construction is underway.	N/A	Johansen Construction
CP2110	Regional Growth Center Access Improvements The project is improving the 3rd Street NE/4th Street NE intersections with Auburn Ave and Auburn Way N. The project will improve non-motorized access and traffic operations and circulation. The project adds the northbound left-turn lane and a northbound/southbound crosswalk at 3rd St/Auburn Ave, and improves operations at 4th St/Auburn Way N.	\$4,850,527 Includes State Grant Funds	QTR 3 (JUL-SEP) 24	QTR 4 (OCT-DEC) 25	Seth Wickstrom	The construction work has been suspended for the procurement of long lead-time materials. It is anticipated that the work will resume in September 2025. The contractor may be onsite periodically to perform minor work activities.	TranspoGroup	Ceccanti

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2107	M&O Facility Improvements Phase 1 The project involves expanding Auburn's maintenance building with a six-bay vehicle shop, restrooms, office space, and a uniform closet. It includes a new fire sprinkler system, plumbing, HVAC, and electrical upgrades. Site work includes reconfiguring parking, removing a planter, grading, adding structural fill, and adjusting utilities (stormwater, water, sewer) to accommodate the addition.	\$3,140,000	QTR 1 (JAN-MAR) 25	QTR 1 (JAN-MAR) 26	Lauren Kirk	Construction is underway.	Page & Beard Architects	GenCap Construction
CP2022	Garden Avenue Realignment The project will create a new east/west connection between Garden Ave (102nd Ave SE) and 104th Ave SE and remove the existing Garden Ave connection to 8th St NE and replace it with a permanent cul-de-sac. The project will also demolish an existing building and acquire the ROW needed for the roadway. Utility improvements include storm drainage needed to support the roadway surface; approx. 1500 ft of new/replaced watermain; and approx. 220 ft of sewer line.	\$2,273,000	QTR 1 (JAN-MAR) 25	QTR 4 (OCT-DEC) 25	Kim Truong	The construction work has been suspended for the procurement of long lead-time materials. It is anticipated that the work will resume on August 15, 2025. The contractor may be onsite periodically to perform minor work activities.	N/A	Diversified Holdings

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2021	Well 4 Facility Improvements The project includes a comprehensive investigation and evaluation of the well operation and includes the replacement of aging mechanical and electrical components.	\$1,095,000	QTR 3 (JUL-SEP) 24	QTR 3 (JUL-SEP) 25	Nahom Kahsay	Construction is nearly complete with minor corrections and work remaining.	Carollo	General Mechanical, Inc.

CP1622	Auburn Way South Improvements - Hemlock St SE to Poplar St SE Roadway widening to create a five-lane cross section with two general purpose travel lanes in each direction, and a two-way center left-turn lane. Additionally, curb and gutter, 10 foot sidewalks, illumination, transit stop improvements, storm water improvements, water main extension, and access management (where feasible) with accommodation for U-turns are proposed.	\$14,750,000 Includes Federal & State Grant Funds	QTR 1 (JAN-MAR) 25	QTR 2 (APR-JUN) 26	Jeffrey Bender	Construction is underway.	Parametrix	Miles Resources
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Construction Projects Summary	Number of Projects 18	Total Budget \$50,614,706
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Design Projects

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
MS2502	Signal Poles Replacement Project The project will replace damaged traffic signal poles at the NW corner of A St NW/W Main St and SW corner of 8th St NE/R St NE.	\$400,000	QTR 3 (JUL-SEP) 25	QTR 1 (JAN-MAR) 26	Samim Qayoomi	Design is underway and is 60% complete.	KPFF	TBD
CP2509	Downtown Bike to Transit (10th St NE/NW) The project will improve 10th Street NE with a new three-lane layout, bike lanes, and a center turn lane. Upgrades include modifying the A Street NE intersection, adding a crosswalk with a median and RRFB, updating the D Street NE signal, and repaving the corridor.	\$2,113,000 Includes State Grant Funds	QTR 3 (JUL-SEP) 26	QTR 2 (APR-JUN) 27	Aleksey Koshman	Consultant selection process is underway.	TBD	TBD
CP2506	SE 304th St and 116th Ave SE Roundabout Intersection delays will be reduced through the construction of a single-lane roundabout.	\$3,730,000	QTR 2 (APR-JUN) 27	QTR 4 (OCT-DEC) 27	Seth Wickstrom	Consultant selection process is underway.	TBD	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2425	C Street SW Preservation (GSA Signal to Ellingson Road SE) The project will grind and overlay C Street SW from the GSA signal (approximately 2,000 feet to the south of 15th Street SW) to Ellingson Road SE. The project also includes ADA upgrades to curb ramps and pedestrian push buttons, and replacement vehicle detection.	\$1,928,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 26	QTR 4 (OCT-DEC) 26	Shelbi Moyer	Design survey is complete. Design is underway.	N/A	TBD

CP2424	1st Street NE/NW & Division Street Ped Improvements The project will implement non-motorized improvements at the 1st Street NE/NW/N Division Street intersection in downtown Auburn. The proposed improvements will create a raised intersection to reinforce slow speeds, and encourage motorists to yield to pedestrians using the crosswalks; add curb bulbs where they are not currently provided to reduce crossing distances and improve pedestrian visibility; construct new ADA complaint ramps; and lighting improvements	\$720,000 Includes Federal Grant Funds	QTR 2 (APR-JUN) 26	QTR 4 (OCT-DEC) 26	Shelbi Moyer	Design survey is complete. Design is underway.	N/A	TBD
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Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2418	2026 Local Street Preservation Project The project includes upgrades to streets, stormwater, sewer, and water systems across three sites. Improvements involve pavement reconstruction, sidewalk and curb replacements, storm pipe upgrades, and water main replacements. Additional work includes updating speed cushions, installing new catch basins, and upsizing stormwater and sewer mains.	\$4,820,000	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Aleksey Koshman	Design is underway.	Fuller Designs	TBD
CP2414	Auburn Downtown Theater This project will construct a 290-300 seat performing arts theater to replace the recently demolished Auburn Ave Theater.	\$12,000,000 Includes State Grant Funds	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Matt Larson	Design is underway.	OTAK	TBD
CP2413	Reservoir 2 Seismic Control Valve This project will improve the seismic resilience and operational reliability of Auburn's Reservoir 2 by correcting deficiencies, installing a seismic control valve with SCADA integration, and addressing inoperable underground valves. It will also evaluate and upgrade drain and overflow lines to meet DOH cross-connection standards, ensuring safe and compliant reservoir operation.	\$2,450,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 26	QTR 2 (APR-JUN) 27	Aleksey Koshman	Design is underway.	Parametrix	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2411	Lea Hill ITS Expansion Project The purpose of this project is to provide fiberoptic cable connectivity between the existing ITS cabinet on the roundabout at 124th Ave SE/SE 304th Street and the existing traffic signal controller cabinet at the 132nd Ave SE/SE 304th Street.	\$600,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Samim Qayoomi	Design is complete and the design team is finalizing the construction plans and other contract documents.	N/A	TBD
CP2410	112th Place SE Water Main Replacement Replace existing 6" cast iron watermain with 8" ductile iron watermain. Includes storm drainage improvements.	\$3,650,000	QTR 3 (JUL-SEP) 25	QTR 2 (APR-JUN) 26	Lauren Kirk	Design is underway and is 90% complete.	Conсор	TBD
CP2404	12th St SE and Auburn Way S Water Repair and Replacement This project will repair a water valve in 12th St SE and replace sections of distribution mains with 12-inch ductile iron including appurtenances. Project also includes storm drainage improvements upsizing existing 8" concrete storm pipes with 12" PVC.	\$796,000	QTR 4 (OCT-DEC) 25	QTR 2 (APR-JUN) 26	Nahom Kahsay	Design is underway and is 90% complete.	N/A	TBD
CP2403	Well 4 Electrical Improvements This project will provide electrical improvements to the existing Well 4 facility.	\$1,050,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Nahom Kahsay	Design is underway and is 90% complete.	Carollo	TBD

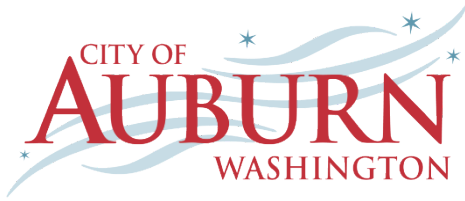
Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2402	2024 Sewer Repair and Replacement This project repairs and/or replaces sewer infrastructure at various location throughout Auburn.	\$1,500,000	QTR 4 (OCT-DEC) 25	QTR 2 (APR-JUN) 26	Nahom Kahsay	Design is underway and is 90% complete.	N/A	TBD
CP2336	2024 Storm Pipeline Extension Program This project extends existing stormwater conveyance systems at various locations throughout Auburn to alleviate localized surface water accumulations.	\$826,000	QTR 1 (JAN-MAR) 26	QTR 2 (APR-JUN) 26	Lauren Kirk	Design is underway and is 60% complete.	N/A	TBD
CP2331	1st Street NE and R St NE Sewer Replacement Replace approximately 500 LF of sewer main located along the back yard property lines of residential properties between 1st Street NE and 2nd Street NE, east of R Street NE.	\$450,000	QTR 2 (APR-JUN) 26	QTR 3 (JUL-SEP) 26	Seth Wickstrom	Preliminary design concepts are being developed and evaluated.	N/A	TBD
CP2319	Lea Hill Road/104th Avenue SE Roundabout The project will construct a single lane roundabout at the Lea Hill Road intersection with 104th Avenue SE. The roundabout will replace the existing span-wire signal. The project is needed to improve traffic operations and safety at the intersection. Additionally the existing water mains will be replaced.	\$4,377,000 Includes Federal Grant Funds	QTR 4 (OCT-DEC) 27	QTR 4 (OCT-DEC) 28	Jeffrey Bender	Design is underway and is 60% complete. Environmental permitting process is underway.	Conсор	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2313	Auburn Way South Roundabout Center Design In partnership with the Muckleshoot Indian Tribe, the project is installing enhancements to the center island of the roundabout on Auburn Way South at Chinook Elementary. The enhancements will include artwork and lighting.	\$150,000	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Jeffrey Bender	Design is underway and is 99% complete.	Parametrix	TBD
CP2311	E Valley Hwy Widening The project will widen E Valley Hwy between Lakeland Hills Way and Terrace View Drive to a four-/five-lane roadway. The project will include a trail along the east side, lighting, intersection and storm improvements.	\$11,361,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 28	QTR 4 (OCT-DEC) 29	Lauren Kirk	Design is underway and is 30% complete.	Jacobs	TBD
CP2308	R Street SE/21st Street SE Roundabout The project will construct a single lane roundabout at the intersection of R Street SE and 21st Street SE.	\$2,980,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 26	QTR 4 (OCT-DEC) 26	Kim Truong	Design and property acquisition process are underway. Design is 60% complete.	HDR, Inc.	TBD
CP2210	M Street NE Widening (Main to 4th Street NE) The project will widen M Street NE to a 4/5 lane section between Main Street and 4th Street NE. The project will also replace the signal at Main/M Street.	\$6,923,000	QTR 1 (JAN-MAR) 26	QTR 1 (JAN-MAR) 27	Nahom Kahsay	Design is underway.	KPG Psomas	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2116	R Street SE Widening - 22nd St SE to 33rd St SE The project will provide roadway and utility improvements along R Street SE from 33rd St SE to 22nd St SE. Improvements include adding a second southbound lane to address level of service deficiencies, street lighting and a non-motorized multi-use path.	\$12,432,000	QTR 1 (JAN-MAR) 27	QTR 4 (OCT-DEC) 27	Kim Truong	Design is underway and is 60% complete. Property acquisition process is underway.	HDR	TBD

CP2009	Rainier Ridge Pump Station This project will replace the Rainier Ridge Sewer Pump Station and its associated force main (approximately 725 ft).	\$9,981,000	QTR 2 (APR-JUN) 26	QTR 3 (JUL-SEP) 27	Nahom Kahsay	Design is underway and is 60% complete.	Kennedy Jenks	TBD
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Design Projects Summary	Number of Projects 22	Total Budget \$85,237,000
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AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6984 (Gaub) (5 Minutes)
An Ordinance vacating City Right-of-Way located within a portion of the Northwest corner of 1st Street NW and B Street NW within the City of Auburn, Washington

Meeting Date:

July 28, 2025

Department:

Public Works

Attachments:

Draft Ordinance No. 6984,
Exhibit A and B, Staff Report,
Vicinity Map

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Central Puget Sound Regional Transit Authority (Sound Transit) has applied to the City for vacation of Right-of-Way located within a portion of the northwest corner of 1st Street NW and B Street NW. The applicant owns the adjacent Parcel No. 049200-0460 to the north and would utilize the proposed vacation area to locate improvements associated with their project outside of the parking garage building they are constructing on Parcel No. 049200-0460.

The proposed vacation area became Right-of-Way when the south 32.5 feet of the proposed vacation area was dedicated as Right-of-Way by the plat of 1st Addition to Town of Slaughter on November 21, 1887, recorded in Vol. 2 of Plats at Page 84 Records of King County, WA by L.W. and Mary Ballard. The north 7.5 feet of the proposed vacation area was dedicated as Right-of-Way with previous development of Parcel No. 049200-0460 to the north through Right-of-Way Dedication Deed under King County Recording No. 20091118001497, dated November 18, 2009.

The application has been reviewed by City staff and utility purveyors who have an interest in the Right-of-Way. Through this review, City staff have determined the Right-of-Way is not necessary to meet the needs of the City and could be vacated with conditions outlined in draft Ordinance No. 6984.

A Public Hearing for Right-of-Way Vacation No. VAC25-0002 is set for August 18, 2025.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ORDINANCE NO. 6984

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, VACATING CITY RIGHT-OF-WAY LOCATED WITHIN A PORTION OF THE NORTHWEST CORNER OF 1ST STREET NW AND B STREET NW WITHIN THE CITY OF AUBURN, WASHINGTON

WHEREAS, the City received a petition signed by the owners of at least two-thirds (2/3) of the property abutting City right-of-way located within a portion of the northwest corner of 1st Street NW and B Street NW. The petition requests that the City vacate its interest in this right-of-way; and

WHEREAS, as required by RCW 35.79.010 and Chapter 12.48 of the Auburn City Code, the City held a timely noticed public hearing in connection with the possible vacation. The hearing took place at the Auburn City Council Chambers on August 18, 2025; and,

WHEREAS, the City Council has considered all matters presented at the public hearing on the proposed vacation, and has determined that subject to the conditions set forth in Section 1 of this Ordinance, vacation of this right-of-way is appropriate and in the City's best interests.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Vacation of City right-of-way. The right-of-way located within a portion of the northwest corner of 1st Street NW and B Street NW, located within the City of Auburn, Washington (legally described in attached Exhibit "A" and shown on the survey depiction in attached Exhibit "B") is vacated. The property lying in the described right-of-

way shall inure and belong to those persons entitled to receive the property in accordance with RCW 35.79.040, conditioned upon the following:

A. In accordance with RCW 35.79.030, the City grants a private utility easement to Puget Sound Energy, Inc. over, under, and upon the vacated right-of-way (described in Exhibit “A” and depicted in Exhibit “B”) for the construction, operation, maintenance, repair, replacement, improvement and removal of electric distribution facilities.

1. The owners of the adjacent property shall not erect any structures on the easement and shall not place trees or other obstructions on the easement that would interfere with the exercise of Grantees’ rights.

2. This easement shall be a covenant running with the adjacent property parcels and burden said real estate, and shall be binding on the successors, heirs and assigns of all parties.

B. The utility easement granted in Paragraph A above may be modified to accommodate the removal, relocation, and siting of affected utility lines and facilities by agreement between the Puget Sound Energy, Inc. and the property owners on whose property the utility lines and facilities are located. Any such removal, relocation, or siting must be paid for by the property owners, and must be performed in accordance with applicable laws and standards.

Section 2. Constitutionality or Invalidity. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the

Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

Section 3. Implementation. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 4. Effective Date. This Ordinance will take effect and be in force five (5) days from and after its passage, approval, and publication as provided by law.

Section 4. Recording. The City Clerk is directed to record this Ordinance with the King County Recorder, at which time the vacation outlined in this Ordinance shall be effective under Auburn City Code 12.48.080.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

PUBLISHED: _____

EXHIBIT A

LEGAL DESCRIPTION FOR RIGHT-OF-WAY VACATION (AST 119)

ALL THAT PORTION OF THE RIGHTS OF WAY OF 1ST STREET NORTHWEST (PINE STREET) AND "B" STREET NORTHWEST (RAILROAD STREET), AS DEDICATED BY THE FIRST ADDITION TO THE TOWN OF SLAUGHTER, VOLUME 2 OF PLATS, PAGE 84, RECORDS OF KING COUNTY, LYING WITHIN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 13, TOWNSHIP 21 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THAT PORTION OF LAND DEDICATED TO THE CITY OF AUBURN BY RIGHT OF WAY DEDICATION DEED RECORDED UNDER RECORDING NUMBER 20091118001497, RECORDS OF KING COUNTY;
THENCE ALONG THE NORTH LINE OF SAID DEDICATION AND NORTH RIGHT OF WAY MARGIN OF SAID 1ST STREET NORTHWEST, SOUTH $89^{\circ}19'42''$ EAST, A DISTANCE OF 52.00 FEET;
THENCE DEPARTING SAID NORTH LINE AND SAID NORTH RIGHT OF WAY MARGIN, SOUTH $53^{\circ}06'11''$ WEST, A DISTANCE OF 65.60 FEET TO A POINT ON THE WEST RIGHT OF WAY MARGIN OF SAID "B" STREET NORTHWEST;
THENCE ALONG SAID WEST RIGHT OF WAY MARGIN, NORTH $00^{\circ}40'18''$ EAST, A DISTANCE OF 40.00 FEET TO THE **POINT OF BEGINNING**.

SITUATE IN THE CITY OF AUBURN, COUNTY OF KING, STATE OF WASHINGTON.

CONTAINING 1,040 SQUARE FEET, OR 0.02 ACRES MORE OR LESS.



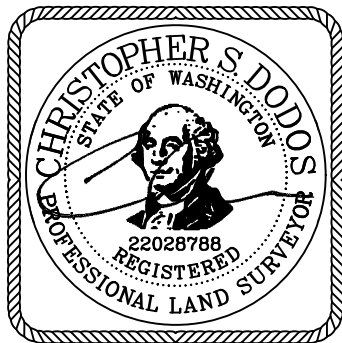
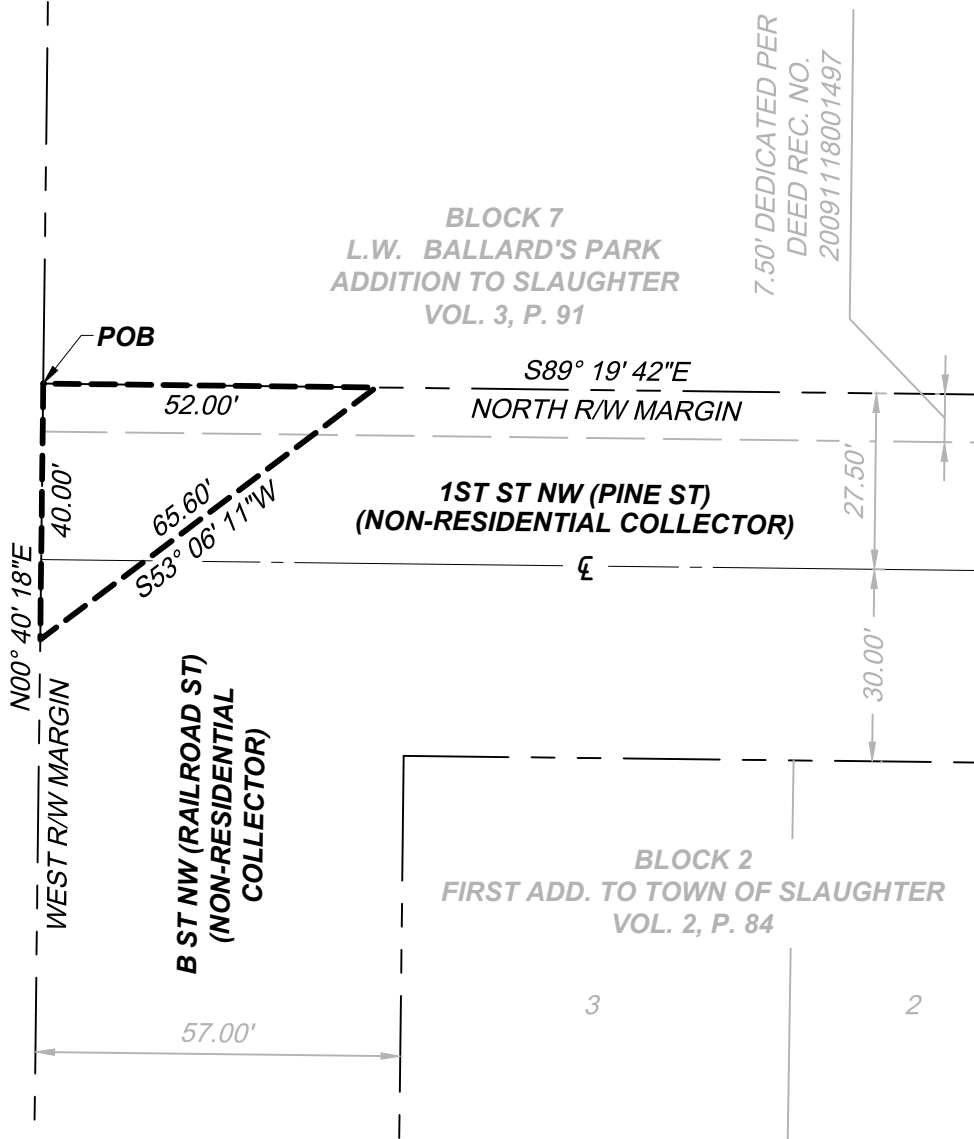
04/04/2025

EXHIBIT "B"



1"=30'

NORTHERN PACIFIC RAILWAY



04/04/2025

JOB NO. 2210893.52

2/4/25

RW VACATION (AST 119)

LEGAL BY: CD EXHIBIT BY: FS

SE 1/4, NE 1/4, S13, T21N, R4E

w:\sdsproj\2021\2210893\street vacation.dwg



2215 North 30th Street,

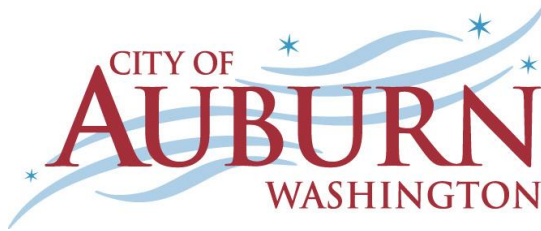
Suite 300,

Tacoma, WA 98403

253.383.2422 TEL

253.383.2572 FAX

THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.



RIGHT-OF-WAY VACATION STAFF REPORT

Right-of-Way (ROW) Vacation Number VAC25-0002

Applicant: Central Puget Sound Regional Transit Authority (Sound Transit)

Property Location: Right-of-Way located at a portion of the northwest corner of 1st Street NW and B Street NW.

Description of right-of-way:

This right(s)-of-way (ROW) proposed for vacation consists of a portion of northwest corner of 1st Street NW and B Street NW.

The area proposed for vacation is bound by Parcel No. 049200-0460 on the north side and Parcel No. 132104-9022 on the west side. The area to the southeast is the existing roadway of 1st Street NW and B Street NW. The total proposed ROW vacation area is approximately 1,040 square feet (0.02 acres).

The proposed vacation area of a portion of the northwest corner of 1st Street NW and B Street NW became ROW when the south 32.5 feet of the proposed vacation area was dedicated as ROW by the plat of 1st Addition to Town of Slaughter on November 21, 1887, recorded in Vol. 2 of Plats at Page 84 Records of King County, WA by L.W. and Mary Ballard. The north 7.5 feet of the proposed vacation area was dedicated as ROW with previous development of Parcel No. 049200-0460 to the north through Right of Way Dedication Deed under King County Recording No. 20091118001497, dated November 18, 2009.

See Exhibit "A" for legal description and Exhibit "B" for survey depiction.

Proposal:

Sound Transit is developing the adjacent parcel to the north of the proposed vacation area and would utilize the vacated area to locate improvements associated with their project outside of the parking garage building they are constructing on Parcel No. 049200-0460.

Applicable Policies & Regulations:

- RCW's applicable to this situation - meets requirements of Chapter 35.79 RCW.
- MUTCD standards - not affected by this proposal.

1 of 3

June 13, 2025

VAC25-0002 Staff Report

- City Code or Ordinances - meets requirements of Chapter 12.48 ACC.
- Comprehensive Plan Policy - not affected.
- City Zoning Code - not affected.

Public Benefit:

- The ROW vacation supports development and construction of the second Sound Transit Parking Garage in Auburn which will help facilitate commute trip reduction by addressing commuter parking needs.
- The ROW vacation decreases the street maintenance obligation of the City.

Discussion:

The vacation proposal was circulated to adjacent property owners, franchised utilities, and City staff, including City Utility Divisions for review and comment.

1. BNSF Railroad – BNSF supports the vacation as an adjacent property owner and has signed the ROW Vacation Petition.
2. Puget Sound Energy, Inc (PSE) – Comments from PSE were received and PSE does have existing electrical facilities consisting of a pole, underground lines and handholes for which they request an easement be reserved. PSE does not have any gas facilities in the proposed vacation area.
3. Comcast – Comments from Comcast were received and Comcast has no facilities in the location of the vacation and does not require an easement.
4. Lumen – Comments from Lumen were received. They have no facilities in the right-of-way for which they require an easement and have no objections to the vacation.
5. Astound Broadband – Comments from Astound were received and Astound has no facilities in the location of the vacation and does not require an easement.
6. Fatbeam LLC – Comments from Fatbeam were received and they do not have fiber in this location and do not require an easement.
7. Engineering – Engineering has no objections to the proposed vacation.
8. Transportation – Transportation supports the requested vacation.
9. Traffic Operations – There is no transportation fiber in the area.
10. Planning – Planning has no comments.
11. Water – Water has no comments.
12. Sewer – Sewer has no comments.
13. Storm – Storm has no comments.
14. VRFA – VRFA has no comments.
15. Solid Waste – Solid Waste has no comments.
16. Police – The proposed vacation does not appear to impact police operations.
17. Streets – Streets has no comments.
18. Construction – Construction has no comments.

19. Innovation and Technology – Innovation and Technology has no comments on the proposed vacation.

Assessed Value:

ACC 12.48.045 states: “The city council may require as a condition of the ordinance that the city be compensated for the vacated right-of-way in an amount which does not exceed one-half the value of the right-of-way so vacated, except in the event the subject property or portions thereof were acquired at public expense or have been part of a dedicated public right-of-way for 25 years or more, compensation may be required in an amount equal to the full value of the right-of-way being vacated. The city engineer shall estimate the value of the right-of-way to be vacated based on the assessed values of comparable properties in the vicinity. If the value of the right-of-way is determined by the city engineer to be greater than \$2,000 the applicant will be required to provide the city with an appraisal by an MAI appraiser approved by the city engineer, at the expense of the applicant. The city reserves the right to have a second appraisal performed at the city’s expense.”

RCW 35.79.030 states the vacation “shall not become effective until the owners of property abutting upon the street or alley, or part thereof so vacated, shall compensate such city or town in an amount which does not exceed one-half the appraised value of the area so vacated. If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city or town may require the owners of the property abutting the street or alley to compensate the city or town in an amount that does not exceed the full appraised value of the area vacated.”

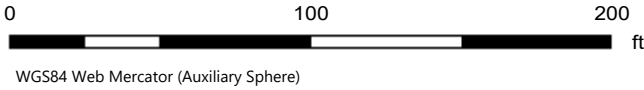
An appraisal by an MAI appraiser of the subject right-of-way was required to be submitted by the applicant. The appraisal was reviewed and found to be acceptable. The appraisal values the right-of-way using an “Across the Fence” appraisal methodology which values the subject right-of-way at \$86,000. The south 32.5 feet of right-of-way has been right-of-way for more than 25 years and was provided through dedication of the plat of 1st Addition to Town of Slaughter in 1887. The north 7.5 feet of right-of-way was provided through Right of Way Dedication Deed to the City in 2009.

Recommendation:

Staff recommends that the right-of-way vacation be granted subject to the following conditions:

1. An Easement shall be reserved for Puget Sound Energy, Inc. electric facilities.
2. Staff recommend that compensations for the value of the right-of-way not be required as the right-of-way was acquired through dedication of a plat or Right of Way Dedication Deed at no cost to the City.

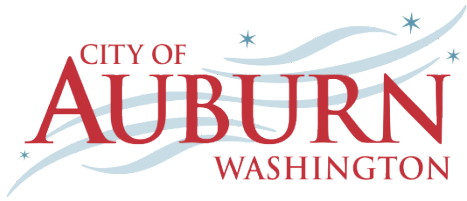
VAC25-0002 - 1st Street NW and B Street NW - Vicinity Map



1: 1128



Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Transportation Impact Fee Program Update and Ordinance No. 6992
(Gaub) (20 Minutes)
An Ordinance amending Chapter 19.04 Transportation Impact Fees of the
Auburn City Code

Meeting Date:

July 28, 2025

Department:

Public Works

Attachments:

Presentation, Ordinance No.
6992, Ordinance No. 6992
Exhibit A (ACC 19.04 Proposed
Revisions), ACC 19.04 -
Proposed Revisions (Clean
Version)

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Staff will present proposed updates to the City's Traffic Impact Fee (TIF) program, a summary of the resulting 2026 TIF rates, and Ordinance No. 6992 that would update Auburn City Code related to TIF: (ACC) Chapter 19.04.

The updates are being proposed to align with the Comprehensive Transportation Plan adopted in 2024 while also increasing transparency, predictability, and flexibility of the TIF program.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES

TRAFFIC IMPACT FEE PROGRAM UPDATE & ORDINANCE #6992

INGRID GAUB, JAMES WEBB, JACOB SWEETING
CITY COUNCIL STUDY SESSION
JULY 28, 2025

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

AUBURN
VALUES

SERVICE
ENVIRONMENT
ECONOMY
CHARACTER
SUSTAINABILITY
WELLNESS
CELEBRATION

UPDATING AUBURN'S TIF PROGRAM

- Align with the Comprehensive Plan
 - Multimodal LOS Standards
 - New/Modified Projects
- Update approach towards downtown and areas near frequent transit
- Updated Fee Schedule for 2026
- Increase transparency, predictability, flexibility



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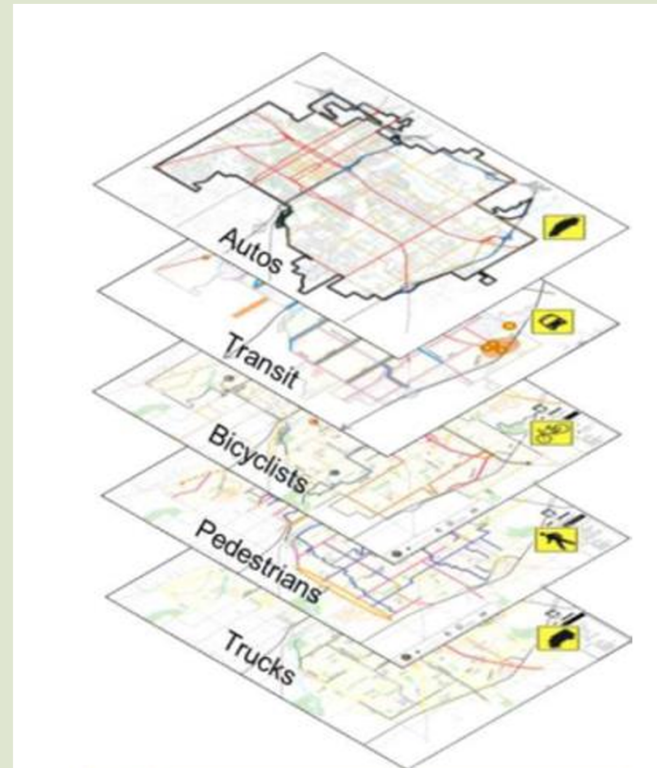
PREVIOUS DISCUSSIONS/ACTION

- **October 14, 2024 – Economic development discussion and fee schedule discussion**
- **October 21, 2024 – In adopting 2025 City Fee Schedule, City Council held TIF @ 2024 rates**
- **May 27, 2025 – Discussed TIF background, overview, and need for updating program and code**
- **June 9 & 16, 2025 – Discussed and approved fee schedule update to address requirement for housing proportionality**

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ALIGN W/COMPREHENSIVE PLAN

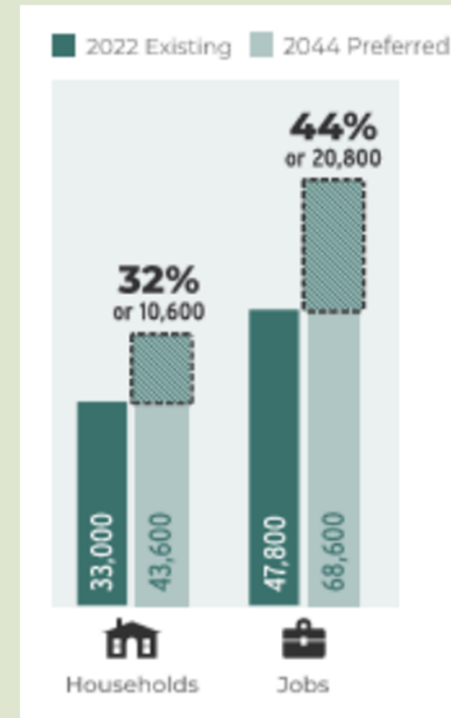
- **Goals/Policies/Actions**
- **Multimodal LOS Standards**
 - Vehicle LOS for Intersections
 - Active Transportation
 - Peds and bikes
 - Level of traffic stress
 - Mode shift program



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GROWTH TRIPS

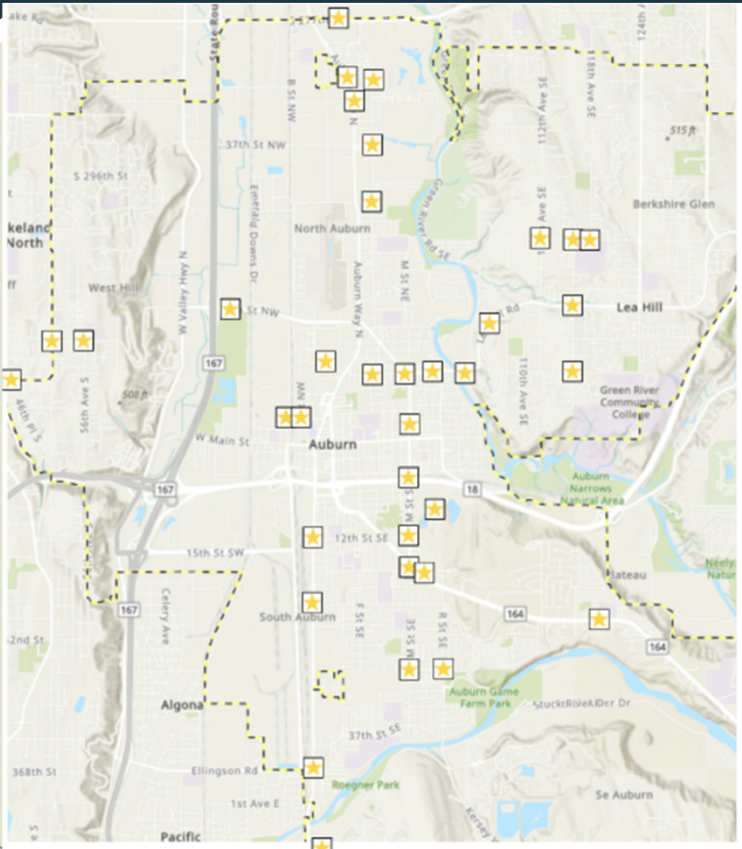
- 22 years of growth trips
- Model is based on people trips
- Converted to vehicle trips
 - Accounts for active transportation and transit trips
 - PM peak hour
 - Approx. 15,000 new vehicle trips



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PROJECT COSTS

- **TIF Funded Projects/Programs**
 - Based on the long-term need identified in the CTP
 - Plus projects in the current TIP
- **\$199M total forecasted project cost**
 - \$81M TIF funding (\$4M/yr)
 - \$118M from other sources (\$6M/yr)



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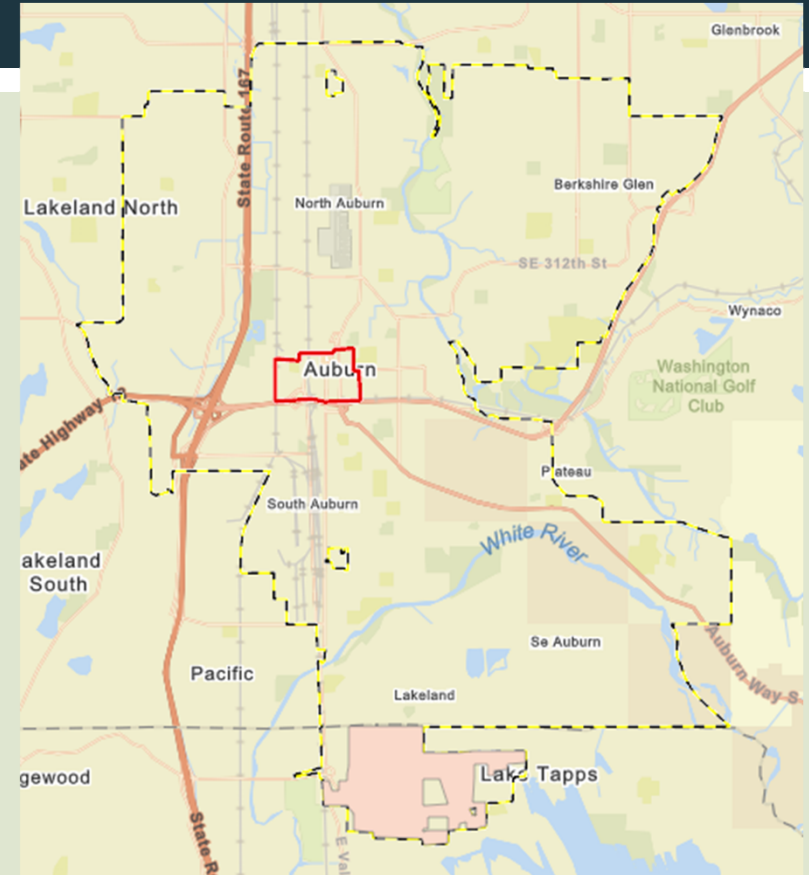
UPDATED APPROACH

■ Current Approach

- Citywide Fee
 - Factor for downtown
- Lakeland Hills PUD
- Truck Dependent Fee

■ Proposed Approach

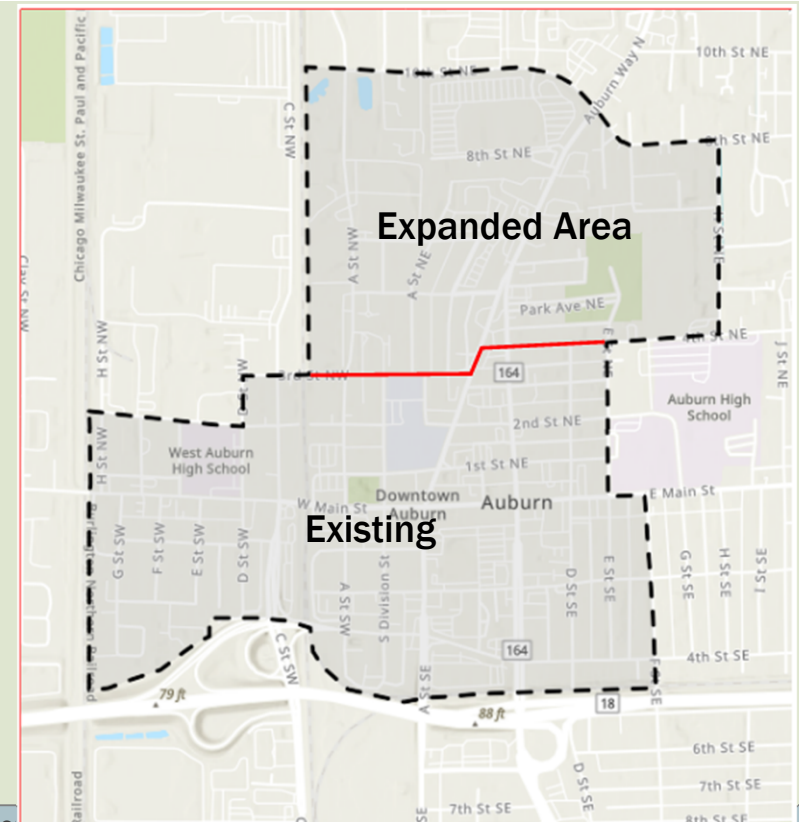
- Two districts
 - Downtown - expanded
 - Outside Downtown



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DISTRICT APPROACH - DOWNTOWN

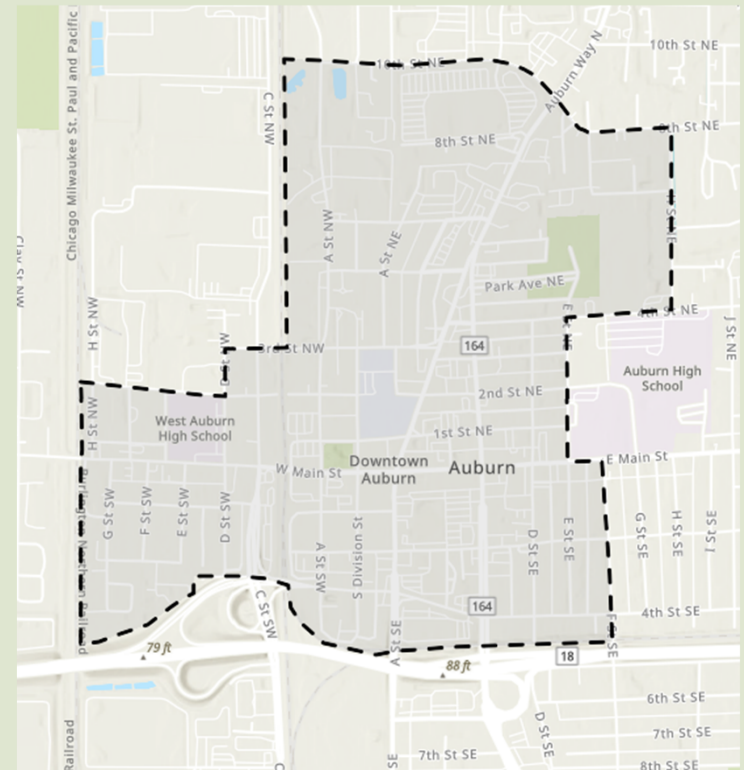
- Expanded to the north – consistent with the new urban center boundary proposed with the Downtown Plan
- Considers the impact of growth trips generated by development inside the boundary
- Approx 4,200 vehicle trips
- Approx \$16M cost share



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DISTRICT APPROACH – OUTSIDE DOWNTOWN

- Considers the impact of growth trips generated by development outside the expanded urban center boundary
- Approx 10,800 vehicle trips
- Approx \$65M cost share



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PROPOSED 2026 PER TRIP FEE

■ Downtown District

- fee per trip proposed = \$3,824 (a \$2,172/36% per trip reduction)

■ Non-Downtown District

- fee per trip proposed = \$6,022 (a \$26/0.4% per trip increase)

■ Application of factors will change the per trip fee based on location and land-use

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FEE SCHEDULE FACTORS

- New Trip Factor
- Trip Length Factor
- Truck Factor
- Proximity to Transit Factor (New)
- Downtown factor removed

Land Use	ITE Land Use Code ¹	Basic Trip Rate ²	New Trip Factor ³	Avg. Trip Length ⁴	Trip Length Adj. Factor ⁵	Truck Adj. Factor	Proximity to Transit Factor ⁸
General Light Industrial	110	0.65	1.00	5.10	1.70	1.25	1.00
Single-Family Detached Housing (maximum fee)	210	0.94	1.00	3.50	1.17	1.00	0.81
Senior Adult Housing – Multi Family	252	0.25	1.00	2.80	0.93	1.00	0.81
Hotel	310	0.59	1.00	4.00	1.33	1.00	0.81
Health/Fitness Club	492	3.45	0.75	3.10	1.03	1.00	0.74
Day Care Center	565	11.12	1.00	2.00	0.67	1.00	0.74
Clinic	630	3.69	1.00	2.80	0.93	1.00	0.81
General Office (>5,000sf)	710	1.44	0.90	5.10	1.70	1.00	0.68
Fast Casual Restaurant	930	12.55	0.57	2.85	0.95	1.00	0.74

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PROXIMITY TO TRANSIT FACTOR

- Consistent with the Comprehensive Transportation Plan
- Transit Level of Service 1

Frequent Routes

BRT – Bus Rapid Transit
(RapidRide)

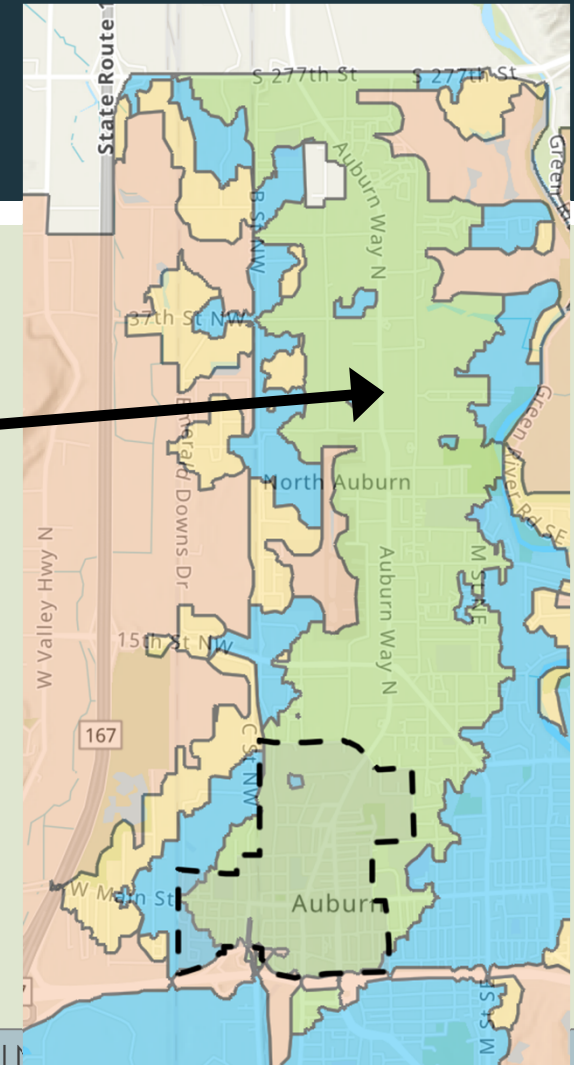


HIGHEST
service
frequency/
hours

< 15 MINS OR LESS

headways during service hours
Minimum 4 buses/hour during
peak times (currently route
160)

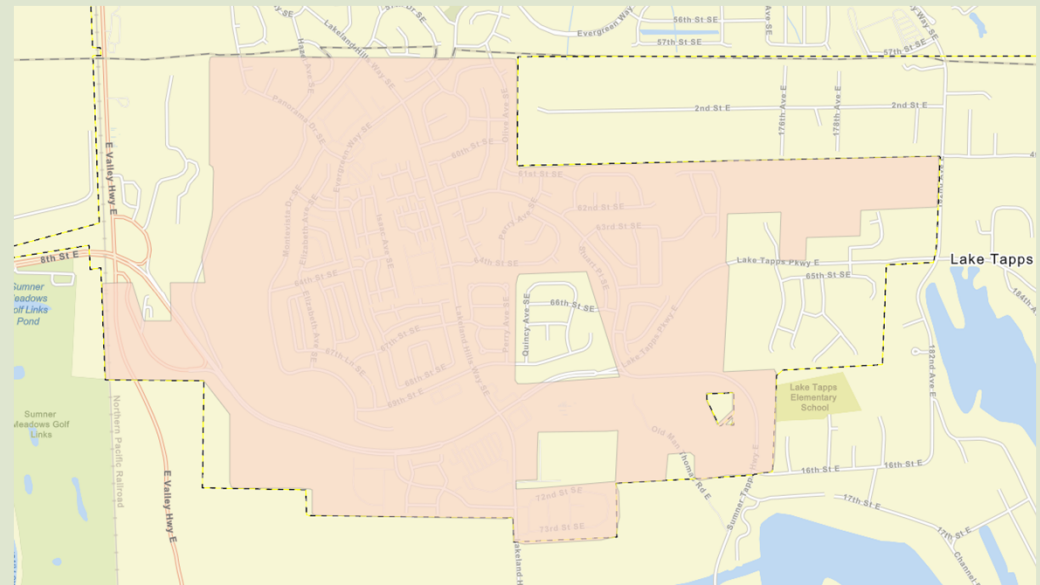
**STOPS
EVERY 1/2
MILE**



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OTHER CHANGES

- **Lakeland Hills**
 - Proposed to be retired
 - Will pay Citywide fee
 - Public notification process
- **Truck Dependent Land-Uses**
 - Proposed to be retired
 - Incorporated into the Engineering Design Standards



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EXAMPLE #1

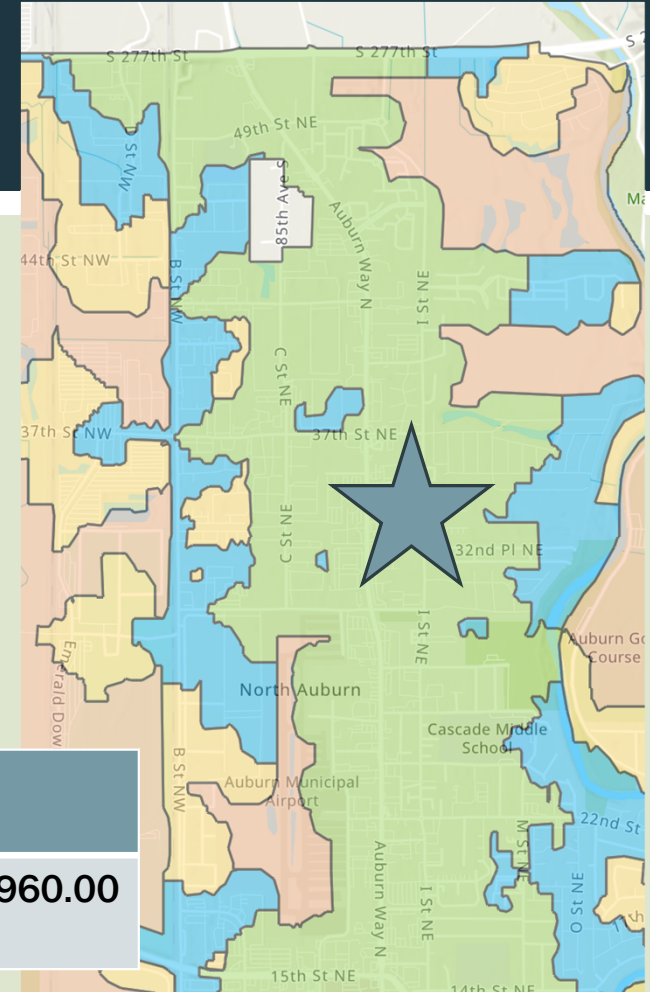
- **Single Family Detached Housing Comparison**
 - **Greater than 1,717 sf/unit**

	Adopted 2025 Fee Schedule	Proposed 2026 Fee Schedule	% Change
Outside Downtown without Frequent Transit Service	\$6,575.61/du	\$6,604.13/du	+0.4%
Outside Downtown with Frequent Transit Service	\$6,575.61/du	\$5,349.34/du	-18.6%
Downtown without Frequent Transit Service	\$5,326.23/du	\$4,193.65/du	-21.3%
Downtown with Frequent Transit Service	\$5,326.23/du	\$3,396.86/du	-36.2%

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EXAMPLE #2

- North Auburn Location
 - Non-Downtown District
 - Frequent transit service
- 8 single-family attached dwelling units
 - Average unit size is 1,000 sf



2025 Fee Schedule

8 x 1000 Sqft x \$3.83/Sqft = \$30,640.00

Proposed 2026 Fee Schedule

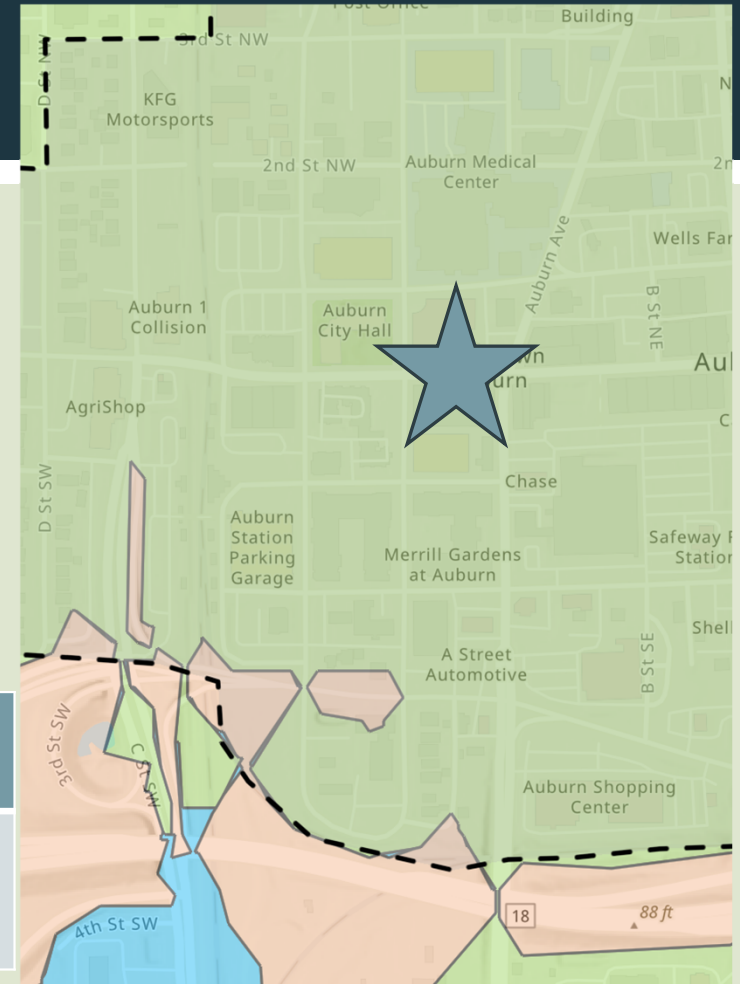
8 x 1000 Sqft x \$3.12/Sqft = \$24,960.00
(19% Reduction)

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EXAMPLE #3

- **Downtown Location**
 - Downtown District
 - Frequent transit service
- **267 Multi-Family Mid-Rise Dwelling Units single family dwelling units**
 - Average unit size of 800 sf

2025 Fee Schedule	Proposed 2026 Fee Schedule
267 x \$2.14/sf x 800 = \$457,104 (equivalent fee per unit is \$1,712)	267 x \$1.37/sf x 800 = \$292,632 (equivalent fee per unit is \$1,096) (36% reduction)

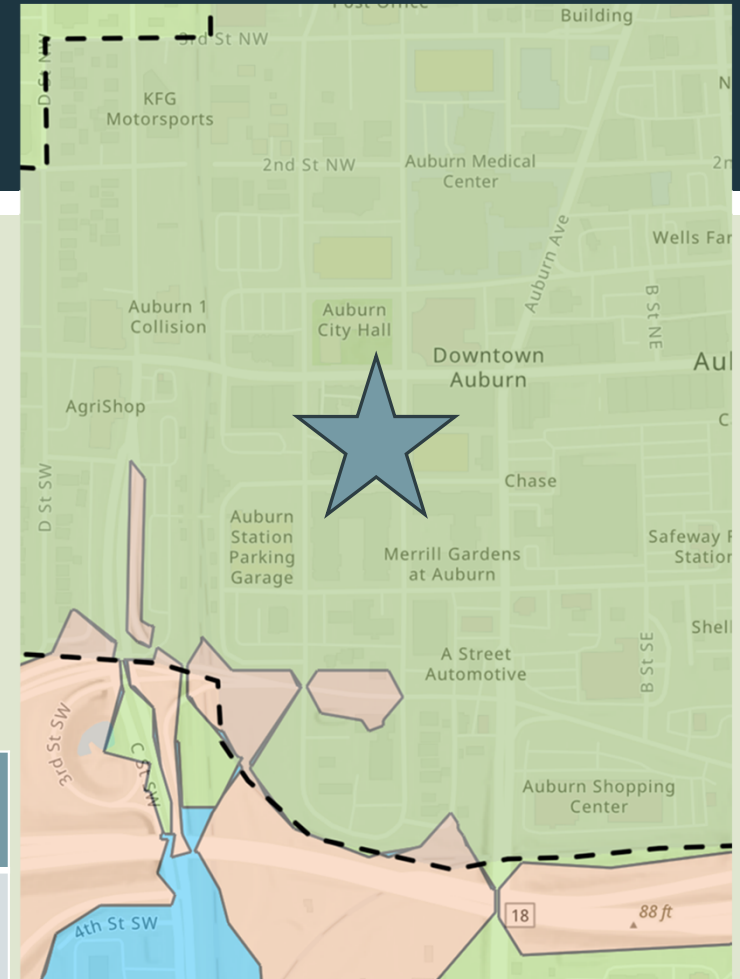


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EXAMPLE #4

- Downtown Location
 - Downtown District
 - Frequent transit service
- Coffee shop without drive-through
 - 1,250 sf

2025 Fee Schedule	Proposed 2026 Fee Schedule
$1,250 \times \$16.24 = \$20,300$	$1,250 \times \$10.36 = \$12,950$ (36% reduction)



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DOWNTOWN FEE COMPARISONS

	Sumner Current	Kent Current	Auburn Current	Auburn Proposed 2026
Restaurant, 1,500 square feet	\$52k	\$29k	\$35k	\$21k (2016 eq.)
Single Family Home > 1,717 square feet	\$7.6k	\$5k	\$5.3k	\$3.4k (2016 eq.)
Convenience Store, 1,500 square feet	\$284k	\$157k	\$69k	\$44k (2018 – 2019 eq.)
Hotel, 70 rooms	\$248k	\$213k	\$267k	\$171k (2016 – 2017 eq.)

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TIF AMOUNT DUE

- Amount Due = TIF Assessment – Credits
- Previous Use Credit: Highest of the following
 - TIF per current fee schedule for existing use
 - TIF per current fee schedule for previous use back to 2001 for structures still in place or demolished within 1-year (new code = 5 years)
 - Total TIF previously paid
- System Improvements Credit

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TRANSPARENCY, PREDICTABILITY, FLEXIBILITY

■ Transparency

- TIF web page – background, projects, assessment approach, credits
- Updated handouts
- Fee schedule to include all factors
- Fee schedule that lists land use types will include a “Not Listed” selection w/notes

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TRANSPARENCY, PREDICTABILITY, FLEXIBILITY

■ Predictability

- Assessed only w/building permits, not business licenses
- TIF fee and credit calculator tool
- Fee set to comp plan projects w/annual updates based on project cost updates, Construction Cost Index

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TRANSPARENCY, PREDICTABILITY, FLEXIBILITY

■ Flexibility

- Credit allowed for structure demolished within 5-years (change from 1-year)
- Independent trip generation, opportunity to provide data instead of full study
- Deferral allowed (beyond what state law requires)
- Added exemption: minor additions that do not add commercial/residential unit and do not change use

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TRANSPARENCY, PREDICTABILITY, FLEXIBILITY

■ Payment Plans

- Alternative to deferral – No property lien required
- Requires executed payment program agreement
- Conditions proposed to be established in fee schedule
 - Eligible uses: commercial, services
 - Interest rate = Prime (currently 7.5%)
 - Term = 24 months
 - Maximum amount: \$15,000

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WILL TIF FUNDING BE ENOUGH?

- TIF not intended to fully fund transportation system expansion needs.
 - No TIF for traffic generated by existing traffic and growth traffic generated outside city. (60%)
 - No TIF for traffic generated by existing development in city.
- All project eligible costs included in proposed TIF calculation

WILL TIF FUNDING BE ENOUGH?

- TIF need is \$81M (\$4M per year)
- Historically collected 50% of programmed amount.
- Additional \$40.5M may be needed (\$2M per year)
- Total non-TIF need: \$6M to \$8M per year
 - Grants
 - Bonding and low interest loans
 - Developer contributions
 - Transportation Benefit District
 - Revised standards
 - Advocate for more transit = mode shift
 - More active transportation = mode shift

SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

ORDINANCE 6992

■ Updates ACC 19.04

- Multimodal
- Definitions updated to align w/RCW
- Removed business license trigger
- Payment Plan
- Clarify Credits/Change for Flexibility
- Clarify Exemptions
- Add Another Step in Appeals Process (City Engineer to Director to Hearing Examiner)

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NEXT STEPS

- August 4 – Ordinance 6992 – ACC 19.04 Update
- October – Resolution Adopting 2026 Fee Schedule
- Questions

ORDINANCE NO. 6992

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON AMENDING CHAPTER 19.04 TRANSPORTATION IMPACT FEES OF THE AUBURN CITY CODE

WHEREAS, the City of Auburn authorizes transportation impact fees under Chapter 19.04 of the Auburn City Code (“ACC”) for changes in land use that cause impacts to the City’s transportation network; and,

WHEREAS, the following changes are needed to align with the City’s Comprehensive Transportation Plan and to improve the transparency, predictability, and flexibility of the Transportation Impact Fee (TIF) program: a) including multimodal transportation facilities; b) updating and clarifying definitions to align with the revised TIF program including removing business licenses from the definition of Building Permit such that TIF assessment would only occur with non-exempt building permits; c) adding a payment program as an allowable approach in some situations toward paying assessed TIF; d) clarifying the approach towards TIF credit for existing and previous use; e) updating the TIF assessment process to be made by the City Engineer; f) updating the appeal process to be considered first by the Public Works Director and then, if the Director’s decision is appealed, the Hearing Examiner; g) adding another approach besides an independent trip generation study for applicants with a proposed use that is not listed in the fee schedule or ITE Manual; h) clarifying processes and making other necessary updates to code language; and i) removing sections/definitions that are no longer applicable or that are listed instead in the fee schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,
WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. Chapter 19.04 of the Auburn City Code
is amended to read as shown in Exhibit A.

Section 2. Implementation. The Mayor is authorized to implement those
administrative procedures necessary to carry out the directives of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be
separate and severable. The invalidity of any clause, sentence, paragraph, subdivision,
section, or portion of this ordinance, or the invalidity of the application of it to any person
or circumstance, will not affect the validity of the remainder of this ordinance, or the validity
of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance will take effect and be in force five
days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____

Chapter 19.04

MULTIMODAL TRANSPORTATION IMPACT ~~FEES~~¹FEES

Sections:

19.04.010	Findings and authority.
19.04.020	Definitions.
19.04.030	<i>Reserved.</i>
19.04.040	Assessment of impact fees.
19.04.050	Independent fee calculation<u>strip generation study</u>.
19.04.060	Credits and adjustments.
19.04.070	Exemptions.
19.04.080	Appeals.
19.04.090	Establishment of an impact fee account for transportation.
19.04.100	Refunds.
19.04.110	Use of funds.
19.04.120	Review and update of impact fees.
19.04.130	Miscellaneous provisions.

~~1 Code reviser's note: The fee schedule of the city of Auburn, mentioned throughout this chapter, is available in the city clerk's office for public review and examination.~~

19.04.010 Findings and authority.

The council of the city of Auburn (the "council") hereby finds and determines that new ~~growth and development, including but not limited to new residential, commercial, retail, office, and industrial development,~~ in the city of Auburn will create additional demand and need for multimodal transportation facilities in the city of Auburn, and the council finds that new ~~growth and development~~ should pay a proportionate share of the cost of multimodal transportation facilities needed to serve the new ~~growth and development~~. The city of Auburn has conducted extensive studies documenting the procedures for measuring the impact of new developments on ~~transportation~~Multimodal Transportation facilities. These studies have contributed to the rates as established in the ~~fee schedule~~Fee Schedule of the city of Auburn. Therefore, pursuant to Chapter 82.02 RCW, the council adopts this chapter to assess impact fees for ~~transportation~~Multimodal Transportation facilities. The provisions of this chapter shall be

liberally construed in order to carry out the purposes of the council in establishing the ~~transportation impact fee program.~~ Multimodal Transportation Impact Fee program. Determinations made by the City Engineer pursuant to this chapter shall be subject to the appeals procedures set forth in ACC 19.04.080.

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW [82.02.090](#), or given their usual and customary meaning.

~~A. "Act" means the Growth Management Act, Chapter 36.70A RCW, as now in existence or as hereafter amended.~~

~~B. "Building permit," for the purposes of this chapter only, is defined as: (1)A. "Applicant" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity, commencing a Development Activity and which requires the issuance of a Building Permit.~~

~~B. "Building Permit" means an official document or certification issued by the city that authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, relocation, or repair of a building or structure; (2) a business license issued by the city associated with a change in building occupancy of an existing building or structure; or (3) a change in land use where no building permit is required.~~

C. "Capital ~~facilities plan~~ Facilities Plan" also referred to as "CFP" means the capital facilities plan element of the ~~city's~~ city of Auburn's comprehensive plan adopted pursuant to Chapter [36.70A](#) RCW, and such plan as amended.

~~D. "City" means the city of Auburn.~~

~~E. "Council" means the city council of the city of Auburn.~~

~~F.~~D. "Change in Use" means use of a Property changing from one use type to another as listed in the Fee Schedule or ITE Manual. For use types not listed in the Fee Schedule or ITE Manual, Change in Use shall refer to changing from one use type to another that results in a change to the Peak Hour Vehicle Trip Generation.

~~E.~~ "Department" means the ~~department~~Department of ~~public works~~Public Works.

~~G.~~F. "Development ~~activity~~Activity" means ~~(1) any construction or expansion of a building of new, or modification of, existing structure; (2) any change in occupancy of a building or structure; or (3) any change in land use(s), that either provides for a Change in Use, creates new or additional non-residential building square footage, or creates new Dwelling Unit(s).~~

~~H.~~G. "Director" means the ~~director~~Director of the ~~department of public works or the director's designee~~Department of Public Works.

~~I.~~ "Downtown plan area" means the study area as identified and adopted in the City of Auburn Downtown Plan dated May 2001 that is defined by the boundary of the Union Pacific Railroad on the west and State Route 18 on the south. The eastern boundary is defined as "F" Street SE from State Route 18 to East Main Street, East Main Street from "F" Street SE to "E" Street SE, and "E" Street NE from East Main Street to 4th Street NE. The northern boundary is defined as 2nd Street NW from the Interurban Trail to "D" Street NW, 3rd Street NW/NE from "D" Street NW to Auburn Avenue, and 4th Street NE from Auburn Avenue to "E" Street NE. For the purposes of this chapter, the downtown plan area boundary has been slightly modified to avoid bisecting properties.

~~J.~~ "Dwelling unit" means a building, or portion thereof, designed for residential occupancy, consisting of one or more rooms which are arranged, designed or used as living quarters for one family only.

~~K.~~H. "Dwelling unit" see ACC 18.04.

~~L.~~ "Encumber" means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations or other liabilities incurred for public facilities.

~~L.~~ "Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity, commencing a land development activity or land use change which creates the demand for additional

~~transportation facilities, and which requires the issuance of a building permit. "Feepayer" includes an applicant for an impact fee credit.~~

~~M. "Gross floor area (GFA)" means the sum of the area of each floor level of a building (expressed in square feet), including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores, and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (six feet six inches minimum) regardless of use. With the exception of buildings containing enclosed malls or atriums, GFA is equal to the gross leasable area (GLA) and gross rentable area.~~

~~N. "Gross leasable area (GLA)" means the total floor area designed for tenant occupancy and exclusive use, including any basements, mezzanines, or upper floors, expressed in square feet. For the purposes of the trip generation calculation, the floor area of any parking garages within the building shall not be included within the GLA of the entire building. GLA is the area for which tenants pay rent; it is the area that produces income for the property owner.~~

~~O. "Hearing examiner" means the examiner who acts on behalf of the council in considering and applying land use regulatory codes as provided under Chapter 2.46 ACC. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.~~

~~P. "Impact fee" means a required payment of money imposed by the city of Auburn on development activity pursuant to this chapter as a condition of issuing a building permit to pay for the transportation facilities needed to serve new growth and development.~~

~~Q. "Impact fee account" or "account]. "Fee Schedule" means, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application or, if payment of fees is deferred, the city of Auburn Fee Schedule in effect at the time of payment.~~

K. "Impact Fee Account" or "Account" means the account established for the transportation impact fees collected. The account shall be established pursuant to ACC [19.04.090](#), and comply with the requirements of RCW [82.02.070](#).

RL. "Independent ~~fee calculation~~ Trip Generation Study" means the transportation impact calculationa study prepared by a feepayer to support the assessment of an impact fee other than by the use of the current to determine Peak Hour Vehicle Trip Generation for a

Development Activity in accordance with guidance provided in the ITE Trip Generation Manual, and guidance from the City Engineer, or designee.

SM. "Interest" means the ~~interest~~Interest rate earned by local jurisdictions in the State of Washington Local Government Investment Pool, if not otherwise defined.

~~T. "Multiple-family dwelling" means a building designed exclusively for occupancy by three or more families living independently of each other, and containing three or more dwelling units.~~

~~U. "Owner" means the owner of record of real property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.~~

~~V. "PM peak hour" means the hour of the highest transportation demand for the entire Auburn transportation system which, between noon and midnight, typically occurs between the hours of 4:00 p.m. N. "and 6:00 p.m.~~

~~W. "Single-family dwelling" means a detached building designed exclusively for occupancy by one family and containing one dwelling unit. A manufactured home may be considered a one-family dwelling, if sited per Chapter 18.31 ACC.~~

~~X. "Square footage" means the square footage of the gross floor area or gross floor leasable area of the development.~~

~~Y. "State" means the state of Washington.~~

~~Z. "Transportation project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project, and are not transportation system improvements. No transportation improvement or facility included in a capital facilities plan approved by the council shall be considered a transportation project improvement.~~

~~AA. "Transportation system improvements" means transportation facilities that are included in the city of Auburn's capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to transportation project improvements.~~

~~BB. "Grandfathering" means that existing land uses of a property in effect on July 1, 2001, the initial effective date of the impact fees ordinance, are entitled to system capacity credits determined by the adopted impact fees rate schedule.~~

~~CC. "Surplus credits" means credits over and above those calculated as an impact fee. For example:~~

- ~~1. In grandfathering calculations, if the difference between a proposed use fee minus existing use credit results in a positive number, the result is the impact fee due.~~
- ~~2. In grandfathering calculations, if the difference between a proposed use fee minus existing use credit results in a negative number, the result is the surplus credit and no impact fee would be due. Current practice is to not pay out in real dollars the calculated surplus credit.~~

~~In off-site system capacity improvements or ROW dedication it is also possible to create sufficient value that results in a surplus credit.~~

~~DD. "Change in use" for the purposes of this chapter means a different use as set forth in the identification of uses for the various fees for uses in the ITE Trip Generation Manual or by an independent fee calculation.~~

~~EE. ", also referred to as "ITE Trip Generation Manual", means the current edition of the manual promulgated and published by the Institute of Transportation Engineers.~~

O. "Multimodal Transportation" means the various modes of moving people throughout the city which may include driving, walking, biking, transit, and other modes.

P. "Owner" means the Owner of record of real Property; provided, that if the real Property is being purchased under a recorded real estate contract, the purchaser shall be considered the Owner of the real Property.

Q. "Pass-By Trips" means a trip made by a vehicle where the vehicle, already traveling on a roadway, stops at a nearby development (like a retail store or restaurant) and then continues its journey on the same roadway.

R. "Payment Program" means an agreement between the City and Applicant that affords the Applicant to pay Traffic Impact Fees in installments subject to criteria in ACC 19.04.040D and to conditions established in the Fee Schedule.

S. "Payment Program Interest Rate" means the rate of interest charged for a Payment Program as defined in the Fee Schedule.

T. “Peak Hour Vehicle Trip Generation” also referred to as “Vehicle Trips” means the greatest number of vehicles trips generated in a consecutive hour occurring between the hours of 4:00 p.m. and 6:00 p.m. adjusted for Pass-By Trips and other factors as included in the Fee Schedule or as may be deemed applicable by the City Engineer.

U. “Project Improvements” also referred to as “Required Development Improvements” means transportation facilities that directly serve the Development Activity which include: 1) public right of way improvements and land dedications per ACC 12.64A; 2) improvements and land dedications internal to the Development Activity project site that directly serve the Development Activity; and 3) other public improvements and land dedications as may be required to mitigate the impacts of the Development Activity on the transportation system that are not addressed by City TIF Funded Improvements.

V. “Property” means the real Property area of the subject Building Permit as defined by the assessor’s tax parcel boundaries at the time of Building Permit application.

W. “Prior Use Credit” means a reduction of the Transportation Impact Fee assessed based on prior permitted use of a Property.

X. FF. “Emergency public interest area” means the area defined as King County Tax Parcel No. 0721059053, located at 901 Auburn Way N., Auburn, WA 98002, described more particularly as follows:

Lots 1, 2 and 3 of City of Auburn Short Plat No. SPL0009-98, according to short plat recorded April 20, 1999, under recording No. 9904202125, in King County, Washington, and as shown below:



"System Improvements", also referred to as "City TIF Funded Improvements" means public improvements that provide for transportation system capacity that, per the CFP or TIP, are funded, in-part or entirely, by Transportation Impact Fees.

Y. "Transportation Impact Fee", also referred to as "Multimodal Transportation Impact Fee", "Traffic Impact Fee", and "TIF", means a required payment of money imposed by the city of Auburn on Development Activity pursuant to this chapter as a condition of issuing a Building Permit to pay for the Multimodal Transportation facilities needed to serve new growth and development.

Z. "Transportation Improvement Program" also referred to as "TIP" means the city of Auburn's transportation improvement program adopted pursuant to RCW 35.77.010.

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6199 § 1, 2008; Ord. 6197 § 1, 2008; Ord. 6089 § 1, 2007; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

19.04.030 Reserved.

(Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.040 Assessment of impact fees.

A. The city shall collect ~~impact fees, based on its fee schedule,~~Transportation Impact Fees as a condition of issuing any ~~building permit.~~

~~Building Permit~~B. The director shall apply a heavy truck adjustment factor to the transportation impact fees for land uses categorized as industrial in the ITE Trip Generation Manual, addressing the percentage of vehicle trips for such uses made by trucks of three or more axles and the street capacity used by such trucks in comparison to other vehicles.

~~C. Except when fees are deferred, the transportation impact fee~~Development Activity. Transportation Impact Fees shall be assessed based on the ~~fee schedule~~Fee Schedule or, if in the opinion of the City Engineer, the Fee Schedule does not include a category that is in effect atappropriately represents the Development Activity, the City Engineer may assess the time the

~~submitted building permit application is determined to be complete~~Transportation Impact Fee based on the ITE Manual, data and information provided by the Applicant, ~~and shall be payable prior to issuance of the permit, /or pursuant to an independent fee calculation accepted by the director~~Independent Trip Generation Study prepared pursuant to ACC 19.04.050, and adjusted for any credits pursuant to ACC 19.04.060. When fees are deferred, the assessment 19.04.070. Except when deferred or a Payment Program agreement is executed, Transportation Impact Fees shall be due and paid prior to issuance of Building Permit. Fees and credits will be based on ~~the fees in effect at the time of payment.~~Peak Hour Vehicle Trip Generation. Should the scope of the ~~development~~Development Activity change after ~~the building permit application is determined to be complete,~~ the amount of the impact fees may be adjusted as determined by the city~~initial fee assessment,~~ the City Engineer may re-assess the Transportation Impact Fee to reflect the revised scope ~~but shall be based on the fee schedule that is or was in effect at the time of the originally submitted building permit application.~~ When fees are deferred pursuant to subsections ~~E, F and G~~ of this section, the assessment will be based on the fees in effect at the time of payment.

~~B. D.~~ Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to ACC 19.04.060 shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to ACC 19.04.060 setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the fee payer at the time the building permit is issued.

~~E.~~ For complete single-family building permit applications for new development, redevelopment or ~~Prior to issuance of a change in use,~~ and at or before issuance of any single-family residential building permit for a dwelling unit that is being constructed, the ~~applicant~~Building Permit, the Applicant may elect to ~~defer payment of Transportation Impact Fees and~~ record a covenant against title to the ~~property~~Property on forms prepared and provided by the city. ~~The forms shall require payment of transportation impact fees due and owing by~~Payment of deferred Transportation Impact Fees shall be paid at the time of ~~whichever of the following comes first:~~

~~B.1. For a Building Permit for residential Development Activity, Closing of the sale of a residential dwelling unit through~~ automatic payment through escrow ~~no later than: (a) closing of the sale of the unit; (b);~~

B.2. For a Building Permit for any Development Activity, at final inspection or issuance of certificate of occupancy; ~~or (c)~~

B.3. For a Building Permit for any Development Activity, 18 months from the date the original ~~building permit~~Building Permit was issued, ~~whichever comes first.~~

C. Failure to pay Transportation Impact Fees in accordance with ACC 19.04.040A, 19.04.040B shall result in the following:

1. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC [1.25.030](#) and [1.25.065](#). Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC [1.25.030](#) and [1.25.065](#), the responsible party shall constitute a ~~property owner~~Property Owner, the ~~property~~Property(ies) for which a permit(s) has been issued shall constitute the ~~property~~Property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted ~~property~~Property(ies) under these sections.
2. Any unpaid ~~charges~~fees under this chapter that are outstanding 30 days after their due date shall constitute a lien against the ~~property~~Property(ies) for which a permit(s) has been issued in the amount of the unpaid ~~charges~~fees. In addition to the actions authorized in ~~subsection (E)(1) of this section~~, the city may record a lien against the permitted ~~property~~Property(ies) in the amount of the unpaid ~~charges~~fees and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding ~~water, sanitary sewer and storm drainage development charges~~fees are paid in full.
3. The appeals process authorized in ACC [19.04.080](#) shall not apply to determinations made pursuant to this section.

~~F. For complete multifamily building permit applications for new development, redevelopment or a change in use, and at or before issuance of any multifamily residential building permit that is being constructed, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city. The forms shall require payment of transportation~~

~~impact fees due and owing by automatic payment through escrow no later than: (a) closing of the sale of the unit; (b) at final inspection or issuance of certificate of occupancy; or (c) 18 months from the date the original building permit was issued, whichever comes first. Failure to pay shall result in the following:~~

~~1. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.~~

~~2. Any unpaid charges under this chapter that are outstanding 30 days after their due date shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (F)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.~~

~~3. The appeals process authorized in ACC 19.04.080 shall not apply to determinations made pursuant to this section.~~

~~G. For nonresidential development composed of:~~

~~1. New development; or~~

~~2. Redevelopment or a change in use that includes:~~

~~a. Commercial office and retail uses; and~~

~~b. Light and heavy manufacturing uses, but excludes:~~

~~i. Warehousing and distribution uses; and~~

~~ii. Institutional development (including, but not limited to, public and private schools and colleges and hospitals);~~

~~and before issuance of any permit application and following the execution of a payment agreement on forms prepared and provided by the city, the applicant may elect to pay transportation impact fees due and owing, less any credits awarded, no later than before issuance of certificate of occupancy or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:~~

~~3. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.~~

~~4. Any unpaid charges under by this chapter that are outstanding 30 days after their due date shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (G)(3) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.~~

~~5. The appeals process authorized in ACC 19.04.080 shall not apply to determinations made pursuant to this section. (Ord. 6843 § 2, 2021; Ord. 6792 § 1 (Exh. A), 2020; Ord. 6583 § 1, 2016; Ord. 6455 § 3, 2013; Ord. 6341 § 3, 2011; Ord. 6005 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)~~

D. Transportation Impact Fees meeting all of the following criteria are eligible for a Payment Program:

1. Payment of Transportation Impact fees was not deferred per ACC 19.04.04B; and

2. Applicant requests Payment Program and executes Payment Program agreement prior to issuance of the Building Permit with Payment Program Interest Rate and term as established in the Fee Schedule; and
3. Transportation Impact Fee amount due does not exceed the limit established in the Fee Schedule; and
4. Building Permit is for an eligible land use category as established in the Fee Schedule.

19.04.050 Independent ~~fee calculations~~ Trip Generation Study.

~~A. If, in the judgment of the director, none of City Engineer, the fee categories set forth in the fee schedule accurately describes or captures~~ Fee Schedule, the impacts ITE Manual, and additional data or information provided by the Applicant do not allow for reasonable estimation of Peak Hour Vehicle Trip Generation of the new development Development Activity, the applicant Applicant shall conduct an independent Independent Trip Generation Study to provide as a basis for the assessment of Transportation Impact Fees and/or credits. A non-reimbursable administrative fee shall be charged for each Independent Trip Generation Study and payment of the fee calculation and the director may impose alternative fees on a specific development based on those calculations, once accepted by the is required prior to city review.

~~B. The documentation submitted and supporting an independent fee calculation Independent Trip Generation Study shall clearly show PM peak hour trip generation Peak Hour Vehicle Trip Generation and Pass-By Trip characteristics of the proposed development activity Development Activity based on industry-accepted standards as articulated in the ITE trip generation manual Manual.~~

~~C. The modified fee shall be based on the average cost per trip established in the fee schedule of the city of Auburn, and shall consider the alternative trip generation data City Engineer may require revisions and corrections to the Independent Trip Generation Study and may determine that the study is not appropriate in assessing the Transportation Impact Fee for the Development Activity.~~

~~C. A nonreimbursable administrative fee shall be charged for each independent fee calculation. Payment of the fee is required prior to city review of the independent fee study.~~

~~D. While there is a presumption that the calculations set forth in the city's fee schedule are valid, the director shall consider the documentation submitted by the feepayer, but is not required to accept such documentation which the director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer to submit additional or different documentation for consideration. The director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness.~~

~~E. Determinations made by the director pursuant to this section may be appealed to the office of the hearing examiner subject to the procedures set forth in ACC 19.04.080. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)~~

19.04.060 — Credits and adjustments.

~~A. A feepayer can request that a credit or credits for transportation impact fees be awarded to them for transportation project improvements provided by the feepayer in excess of the standard requirements for the feepayer's development if the land, improvements, and/or the facility constructed are identified as transportation system improvements that provide capacity to serve new growth in the capital facilities plan, or the director, at their discretion, makes the finding that such land, improvements, and/or facilities would serve the transportation goals and objectives of the capital facilities plan.~~

~~B. For each request for a credit or credits, the director shall determine the value of dedicated land.~~
A. An Applicant may request the City Engineer consider a Prior Use Credit in assessment of the Transportation Impact Fee. The City Engineer will determine Prior Use Credit based on information provided by the Applicant and other records as may be available. Prior Use Credit will be established based on the greater of either the total amount of Transportation Impact Fees previously paid for the Property or the amount of the Transportation Impact Fee that would be assessed per the Fee Schedule for prior eligible use of the Property. Only the prior eligible use with the highest assessment is applicable. Prior Use Credit shall not exceed the TIF amount of Peak Hour Trip Generation for the Development Activity. To be eligible for Prior Use Credit, the prior use of the Property for which the credit is being sought must meet all of the following criteria:

- 1) Prior use was authorized and permitted by the city or otherwise then governing body; and
- 2) Prior use was in place on, or after, July 1, 2001. Use prior to this date is not eligible for Prior Use Credit unless the use continued past this date; and
- 3) Prior use was associated with an existing structure or improvement on the Property or was associated with a structure or improvement which has been demolished and removed within 5-years of Development Activity Building Permit application.
- 4) TIF assessed for Prior use is paid in full without any amount due or, if previous TIF assessment is not paid in full, any associated credit is reduced proportionate to the TIF amount still owing.

B. An Applicant may request the City Engineer consider a credit for City TIF Funded Improvements provided by the Applicant. Credit for land dedication above and beyond the amount required for Required Development Improvements shall be determined by the City Engineer based on an appraisal paid for and provided by using available documentation or selecting an appraiser from a list of independent appraisers maintained by the department to determine the value of the land being dedicated. ~~the Applicant.~~ The value of the improvements will be determined through documentation submitted by the ~~feepayer.~~

~~C. Applicant. The feepayer total credit provided shall pay not exceed the cost of Transportation Impact Fee funding amount as shown in the appraisal and shall deposit on account CFP or TIP for the estimated cost of the appraisal as determined~~ City TIF Funded Improvements provided by the city at the time the feepayer requests consideration for a credit.

~~D. After receiving the appraisal, the director shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the site donated, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 days shall nullify the credit.~~

~~E. Any request for credit must be made by the time of application for a building permit, or it shall be deemed waived.~~

~~F. Applicant. No credit shall be given for transportation project improvements or right-of-way dedications for direct access improvements to and/or within the development in question.~~Required Development Improvements.

~~G. Determinations made by the director pursuant to this section shall be subject to.~~C. TIF credits applied for a Development Activity are capped at the assessed TIF fees for the appeals procedures set forth in ACC 19.04.080.

~~H. Pursuant to and consistent with RCW 82.02.060, Development Activity. The TIF amount due for a Development Activity is equal to the fee rate in the city's fee schedule has been reasonably adjusted for other revenue sources which are earmarked for, or proratable to, funding transportation facilities.~~

~~I. In order to grandfather the capacity rights of existing land uses, the director will utilize the adopted rates to calculate assessed TIF fees less any impact fee credits and to determine any surplus TIF credits for off-site system improvements made by the property owner. Only in a situation when a property owner makes off-site system capacity improvements that qualify in accordance with subsection A of this section will any surplus credits (value computed during the permit year and not adjusted for inflation) remain with the property or any subdivision of that property to benefit future development where a traffic impact fee is determined to be due.~~applicable by the City Engineer.

. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.070 Exemptions.

A. The following shall be exempt from the payment of ~~transportation impact fees~~Transportation Impact Fees:

~~1. Replacement of a structure with a new structure of the same PM peak hour trip generation and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.~~

~~21. Alterations, expansion, enlargement, remodeling, or rehabilitation of an existing dwelling unit residential structure that is not for a Change In Use and where no additional dwelling units are created and the land use category in the ITE Trip Generation Handbook is not changed.~~.

The Auburn City Code is current through Ordinance ~~69776961~~, passed ~~June 16, 2025~~December 2, 2024.

~~32. Alterations of an existing ~~nonresidential~~non-residential structure that ~~does not for a~~ Change in Use, does not add units, and does not increase the GFA or GLA, net building square footage on the subject property by 10 percent or 1,000 square feet, whichever is lower.~~

~~4. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.~~

~~5. Demolition, or relocation of a structure out of the city.~~

B. The ~~director~~City Engineer shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the ~~director~~City Engineer shall be subject to the appeals procedures set forth in ACC [19.04.080](#).—

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6637 § 1, 2017; Ord. 6526 § 1, 2014; Ord. 6412 § 1, 2012; Ord. 6341 § 3, 2011; Ord. 6308 § 1, 2010; Ord. 6199 § 2, 2008; Ord. 6197 § 2, 2008; Ord. 6178 § 1, 2008; Ord. 6089 § 2, 2007; Ord. 6068 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

19.04.080 Appeals.

A. Any ~~feepayer~~Applicant may pay the impact fees imposed by this chapter under protest in order to obtain a ~~building permit~~Building Permit. Appeals regarding the impact fees imposed on any development activity may only be made by the ~~feepayer~~Applicant of the ~~property~~Property where such ~~development activity~~Development Activity will occur. No appeal submitted under protest shall be permitted unless and until the impact fees at issue have been paid. Alternatively, any ~~feepayer~~Applicant may appeal the impact fees determined by the ~~director~~City Engineer without first paying the fees, providing the applicant is willing to provide a satisfactory security of the appealed fee amount in accordance with the requirements of ACC [17.14.010\(AB\)](#) prior to issuance of the ~~building permit~~Building Permit. Alternatively, any ~~feepayer~~Applicant may appeal the impact fees determined by the ~~director~~City Engineer without first paying the fees, providing the applicant is willing to postpone issuance of the ~~building permit~~Building Permit until after the appeal process when the revised final fee is known.

B.

~~1. Appeals of director impact fees determined by the City Engineer shall be filed with the Department and considered by the Director who shall issue a decision. Appeals of decisions by the Director~~ under this chapter shall be filed with the ~~city's public works department~~ Department and heard by the city's hearing examiner pursuant to Chapter 2.46 ACC. Appeals to the hearing examiner shall be based on whether the decision being appealed was consistent with applicable state law and city codes.

~~2. The hearing examiner's determination shall be final unless appealed to the superior court for the county in which the property subject to the transportation impact fees is located. Appeals to superior court shall comply with RCW 34.05.510 through 34.05.598, and shall be filed with the city clerk within 30 days after issuance of the hearing examiner's determination.~~ (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6182 § 5, 2008; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.090 Establishment of an impact fee account for transportation.

A. There is hereby established a separate ~~transportation impact~~ Transportation Impact Fee account for the fees collected pursuant to this chapter. Impact fee receipts shall be earmarked specifically and deposited in this account. The fees received shall be prudently invested in a manner consistent with the investment policies of the city. Funds withdrawn from this account must be used in accordance with ACC 19.04.110. Interest earned on the fees shall be retained in the account and expended for the purposes for which the impact fees were collected.

B. The ~~financial~~ director of the finance department shall provide an annual report to the council on the ~~transportation impact~~ Transportation Impact Fee account showing the source and amount of all moneys collected, earned, or received, and the transportation improvements that were financed in whole or in part by ~~impact fees~~ Transportation Impact Fees.

C. Impact fees shall be expended or ~~encumbered~~ Encumbered within 10 years of receipt, unless the council identifies in written findings extraordinary and compelling reason or reasons for the delay. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

19.04.100 Refunds.

A. If the city fails to expend or ~~encumber~~Encumber impact fees paid by a ~~property-~~owner~~Property Owner~~ under this chapter within 10 years of payment, or within such other time periods pursuant to ACC [19.04.090](#) where extraordinary or compelling reasons exist, the current ~~owner~~Owner of the ~~property~~Property for which the impact fees were paid may receive a refund of the fees. Impact fees shall be considered expended or ~~encumbered~~Encumbered on a first-in, first-out basis, unless any party voluntarily elects to use the alternative fee payment method in ACC [19.04.040](#). If electing the alternative fee payment method, the party shall waive any right to recover transportation fees not expended or ~~encumbered~~Encumbered within the above time frames.

B. The city shall notify potential refund claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. A potential claimant or claimant must be the ~~owner~~Owner of the ~~property~~Property.

C. Owners seeking a refund of impact fees must submit a written request for a refund of the fees to the ~~director~~Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any impact fees for which no application for a refund has been made within this one-year period shall be retained by the city and expended on appropriate transportation system improvements.

E. Refunds of impact fees under this section shall include any ~~interest~~Interest earned on the impact fees by the city.

F. If and when the city seeks to terminate any or all components of the transportation impact fee program, all unexpended or ~~unencumbered~~un-Encumbered funds from any terminated component or components, including ~~interest~~Interest earned, shall be refunded pursuant to this section. If any fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to their last known address. All funds available for ~~refund~~refunds shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended for appropriate transportation system improvements. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated.

G. The city shall also refund to the developer of ~~property~~Property for which impact fees have been paid all impact fees paid, including ~~interest~~Interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.110 Use of funds.

A. Pursuant to this chapter, ~~transportation impact fees~~Transportation Impact Fees:

1. Shall be used for transportation improvements that will reasonably benefit the new development within the city; and
2. Shall not be imposed to make up for deficiencies in transportation facilities serving existing developments; and
3. Shall not be used for maintenance or operations.

B. As a general guideline, ~~transportation impact fees~~Transportation Impact Fees may be used for any transportation improvements which could otherwise be funded by a bond issue of the city.

C. Transportation ~~impact fees~~Impact Fees may be spent for transportation improvements, including but not limited to planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements including mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.

D. Impact fees may be used to recoup transportation improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

E. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of transportation improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.120 Review and update of ~~impact fees~~ Transportation Impact Fees.

A. The ~~fee rate schedules~~ Transportation Impact Fees set forth in the ~~fee schedule~~ Fee Schedule of the city of Auburn shall be reviewed periodically by the council.

~~B. The fee schedules set forth in the fee schedule of the city of Auburn shall be reviewed by the council and as it may deem deemed necessary and appropriate by the City Engineer in conjunction with the annual update of the capital facilities plan element of the city's comprehensive plan CFP or the TIP.~~ (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6050 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.130 Miscellaneous provisions.

A. *Existing Authority Unimpaired.* Nothing in this chapter shall preclude the city from requiring the ~~fee payer~~ Applicant or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter [43.21C](#) RCW, based on the environmental documents accompanying the underlying development approval process, and/or Chapter [58.17](#) RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of RCW [82.02.050\(1\)\(c\)](#).

B. *Captions.* The chapter and section captions used in this chapter are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this chapter.

C. *Severability.* If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

D. *Short Title.* This chapter shall be known and may be cited as the "The City of Auburn Transportation Impact Fee Ordinance." (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

**The Auburn City Code is current through Ordinance ~~69776961~~, passed ~~June 16,~~
~~2025~~December 2, 2024.**

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.auburnwa.gov](http://www.auburnwa.gov)

[Hosted by General Code.](#)

Chapter 19.04

MULTIMODAL TRANSPORTATION IMPACT FEES

Sections:

19.04.010	Findings and authority.
19.04.020	Definitions.
19.04.030	<i>Reserved.</i>
19.04.040	Assessment of impact fees.
19.04.050	Independent trip generation study.
19.04.060	Credits.
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19.04.090	Establishment of an impact fee account for transportation.
19.04.100	Refunds.
19.04.110	Use of funds.
19.04.120	Review and update of impact fees.
19.04.130	Miscellaneous provisions.

19.04.010 Findings and authority.

The council of the city of Auburn (the “council”) hereby finds and determines that new development in the city of Auburn will create additional demand and need for multimodal transportation facilities in the city of Auburn, and the council finds that new development should pay a proportionate share of the cost of multimodal transportation facilities needed to serve the new development. The city of Auburn has conducted extensive studies documenting the procedures for measuring the impact of new developments on Multimodal Transportation facilities. These studies have contributed to the rates as established in the Fee Schedule of the city of Auburn. Therefore, pursuant to Chapter [82.02](#) RCW, the council adopts this chapter to assess impact fees for Multimodal Transportation facilities. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in establishing the Multimodal Transportation Impact Fee program. Determinations made by the City Engineer pursuant to this chapter shall be subject to the appeals procedures set forth in ACC [19.04.080](#).

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(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW [82.02.090](#), or given their usual and customary meaning.

A. “Applicant” is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity, commencing a Development Activity and which requires the issuance of a Building Permit.

B. “Building Permit” means an official document or certification issued by the city that authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, relocation, or repair of a building or structure.

C. “Capital Facilities Plan” also referred to as “CFP” means the capital facilities plan element of the city of Auburn’s comprehensive plan adopted pursuant to Chapter [36.70A](#) RCW, and such plan as amended.

D. “Change in Use” means use of a Property changing from one use type to another as listed in the Fee Schedule or ITE Manual. For use types not listed in the Fee Schedule or ITE Manual, Change in Use shall refer to changing from one use type to another that results in a change to the Peak Hour Vehicle Trip Generation.

E. “Department” means the Department of Public Works.

F. “Development Activity” means construction of new, or modification of, existing structure(s), that either provides for a Change in Use, creates new or additional non-residential building square footage, or creates new Dwelling Unit(s).

G. “Director” means the Director of the Department of Public Works.

H. “Dwelling unit” see ACC 18.04.

I. “Encumber” means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations or other liabilities incurred for public facilities.

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J. "Fee Schedule" means, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application or, if payment of fees is deferred, the city of Auburn Fee Schedule in effect at the time of payment.

K. "Impact Fee Account" or "Account" means the account established for the transportation impact fees collected. The account shall be established pursuant to ACC [19.04.090](#), and comply with the requirements of RCW [82.02.070](#).

L. "Independent Trip Generation Study" means a study prepared to determine Peak Hour Vehicle Trip Generation for a Development Activity in accordance with guidance provided in the ITE Manual and guidance from the City Engineer, or designee.

M. "Interest" means the Interest rate earned by local jurisdictions in the State of Washington Local Government Investment Pool, if not otherwise defined.

N. "ITE Trip Generation Manual", also referred to as "ITE Manual", means the current edition of the manual promulgated and published by the Institute of Transportation Engineers.

O. "Multimodal Transportation" means the various modes of moving people throughout the city which may include driving, walking, biking, transit, and other modes.

P. "Owner" means the Owner of record of real Property; provided, that if the real Property is being purchased under a recorded real estate contract, the purchaser shall be considered the Owner of the real Property.

Q. "Pass-By Trips" means a trip made by a vehicle where the vehicle, already traveling on a roadway, stops at a nearby development (like a retail store or restaurant) and then continues its journey on the same roadway.

R. "Payment Program" means an agreement between the City and Applicant that affords the Applicant to pay Traffic Impact Fees in installments subject to criteria in ACC 19.04.040D and to conditions established in the Fee Schedule.

S. "Payment Program Interest Rate" means the rate of interest charged for a Payment Program as defined in the Fee Schedule.

T. "Peak Hour Vehicle Trip Generation" also referred to as "Vehicle Trips" means the greatest number of vehicles trips generated in a consecutive hour occurring between the hours of 4:00

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p.m. and 6:00 p.m. adjusted for Pass-By Trips and other factors as included in the Fee Schedule or as may be deemed applicable by the City Engineer.

U. "Project Improvements" also referred to as "Required Development Improvements" means transportation facilities that directly serve the Development Activity which include: 1) public right of way improvements and land dedications per ACC 12.64A; 2) improvements and land dedications internal to the Development Activity project site that directly serve the Development Activity; and 3) other public improvements and land dedications as may be required to mitigate the impacts of the Development Activity on the transportation system that are not addressed by City TIF Funded Improvements.

V. "Property" means the real Property area of the subject Building Permit as defined by the assessor's tax parcel boundaries at the time of Building Permit application.

W. "Prior Use Credit" means a reduction of the Transportation Impact Fee assessed based on prior permitted use of a Property.

X. "System Improvements", also referred to as "City TIF Funded Improvements" means public improvements that provide for transportation system capacity that, per the CFP or TIP, are funded, in-part or entirely, by Transportation Impact Fees.

Y. "Transportation Impact Fee", also referred to as "Multimodal Transportation Impact Fee", "Traffic Impact Fee", and "TIF", means a required payment of money imposed by the city of Auburn on Development Activity pursuant to this chapter as a condition of issuing a Building Permit to pay for the Multimodal Transportation facilities needed to serve new growth and development.

Z. "Transportation Improvement Program" also referred to as "TIP" means the city of Auburn's transportation improvement program adopted pursuant to RCW 35.77.010.

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6199 § 1, 2008; Ord. 6197 § 1, 2008; Ord. 6089 § 1, 2007; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

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19.04.030 Reserved.

(Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.040 Assessment of impact fees.

A. The city shall collect Transportation Impact Fees as a condition of issuing any Building Permit for Development Activity. Transportation Impact Fees shall be assessed based on the Fee Schedule or, if in the opinion of the City Engineer, the Fee Schedule does not include a category that appropriately represents the Development Activity, the City Engineer may assess the Transportation Impact Fee based on the ITE Manual, data and information provided by the Applicant, and/or an Independent Trip Generation Study prepared pursuant to ACC 19.04.070. Except when deferred or a Payment Program agreement is executed, Transportation Impact Fees shall be due and paid prior to issuance of Building Permit. Fees and credits will be based on Peak Hour Vehicle Trip Generation. Should the scope of the Development Activity change after initial fee assessment, the City Engineer may re-assess the Transportation Impact Fee to reflect the revised scope.

B. Prior to issuance of a Building Permit, the Applicant may elect to defer payment of Transportation Impact Fees and record a covenant against title to the Property on forms prepared and provided by the city. Payment of deferred Transportation Impact Fees shall be paid at the time of whichever of the following comes first:

B.1. For a Building Permit for residential Development Activity, Closing of the sale of a residential dwelling unit through automatic payment through escrow;

B.2. For a Building Permit for any Development Activity, at final inspection or issuance of certificate of occupancy;

B.3. For a Building Permit for any Development Activity, 18 months from the date the original Building Permit was issued.

C. Failure to pay Transportation Impact Fees in accordance with ACC 19.04.040A, 19.04.040B shall result in the following:

1. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then

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the responsible party shall be subject to the enforcement provisions of ACC [1.25.030](#) and [1.25.065](#). Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC [1.25.030](#) and [1.25.065](#), the responsible party shall constitute a Property Owner, the Property(ies) for which a permit(s) has been issued shall constitute the Property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted Property(ies) under these sections.

2. Any unpaid fees under this chapter that are outstanding 30 days after their due date shall constitute a lien against the Property(ies) for which a permit(s) has been issued in the amount of the unpaid fees. In addition to the actions authorized in this section, the city may record a lien against the permitted Property(ies) in the amount of the unpaid fees and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding fees are paid in full.

3. The appeals process authorized in ACC [19.04.080](#) shall not apply to determinations made pursuant to this section.(Ord. 6843 § 2, 2021; Ord. 6792 § 1 (Exh. A), 2020; Ord. 6583 § 1, 2016; Ord. 6455 § 3, 2013; Ord. 6341 § 3, 2011; Ord. 6005 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

D. Transportation Impact Fees meeting all of the following criteria are eligible for a Payment Program:

1. Payment of Transportation Impact fees was not deferred per ACC 19.04.04B; and
2. Applicant requests Payment Program and executes Payment Program agreement prior to issuance of the Building Permit with Payment Program Interest Rate and term as established in the Fee Schedule; and
3. Transportation Impact Fee amount due does not exceed the limit established in the Fee Schedule; and
4. Building Permit is for an eligible land use category as established in the Fee Schedule.

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19.04.050 Independent Trip Generation Study.

A. If, in the judgment of the City Engineer, the fee categories set forth in the Fee Schedule, the ITE Manual, and additional data or information provided by the Applicant do not allow for reasonable estimation of Peak Hour Vehicle Trip Generation of the Development Activity, the Applicant shall conduct an Independent Trip Generation Study to provide as a basis for the assessment of Transportation Impact Fees and/or credits. A non-reimbursable administrative fee shall be charged for each Independent Trip Generation Study and payment of the fee is required prior to city review.

B. The documentation submitted and supporting an Independent Trip Generation Study shall clearly show Peak Hour Vehicle Trip Generation and Pass-By Trip characteristics of the Development Activity based on industry-accepted standards as articulated in the ITE Manual.

C. The City Engineer may require revisions and corrections to the Independent Trip Generation Study and may determine that the study is not appropriate in assessing the Transportation Impact Fee for the Development Activity.

. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.060 Credits

A. An Applicant may request the City Engineer consider a Prior Use Credit in assessment of the Transportation Impact Fee. The City Engineer will determine Prior Use Credit based on information provided by the Applicant and other records as may be available. Prior Use Credit will be established based on the greater of either the total amount of Transportation Impact Fees previously paid for the Property or the amount of the Transportation Impact Fee that would be assessed per the Fee Schedule for prior eligible use of the Property. Only the prior eligible use with the highest assessment is applicable. Prior Use Credit shall not exceed the TIF amount of Peak Hour Trip Generation for the Development Activity. To be eligible for Prior Use Credit, the prior use of the Property for which the credit is being sought must meet all of the following criteria:

- 1) Prior use was authorized and permitted by the city or otherwise then governing body; and

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- 2) Prior use was in place on, or after, July 1, 2001. Use prior to this date is not eligible for Prior Use Credit unless the use continued past this date; and
- 3) Prior use was associated with an existing structure or improvement on the Property or was associated with a structure or improvement which has been demolished and removed within 5-years of Development Activity Building Permit application.
- 4) TIF assessed for Prior use is paid in full without any amount due or, if previous TIF assessment is not paid in full, any associated credit is reduced proportionate to the TIF amount still owing.

B. An Applicant may request the City Engineer consider a credit for City TIF Funded Improvements provided by the Applicant. Credit for land dedication above and beyond the amount required for Required Development Improvements shall be determined by the City Engineer based on an appraisal paid for and provided by the Applicant. The value of the improvements will be determined through documentation submitted by the Applicant. The total credit provided shall not exceed the Transportation Impact Fee funding amount as shown in the CFP or TIP for the City TIF Funded Improvements provided by the Applicant. No credit shall be given for Required Development Improvements.

C. TIF credits applied for a Development Activity are capped at the assessed TIF fees for the Development Activity. The TIF amount due for a Development Activity is equal to the assessed TIF fees less any TIF credits determined to be applicable by the City Engineer.

. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.070 Exemptions.

A. The following shall be exempt from the payment of Transportation Impact Fees:

1. Alterations, expansion, enlargement, remodeling, or rehabilitation of an existing residential structure that is not for a Change In Use and where no additional dwelling units are created.
2. Alterations of an existing non-residential structure that is not for a Change in Use, does not add units, and does not increase net building square footage on the subject property by 10 percent or 1,000 square feet, whichever is lower.

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B. The City Engineer shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the City Engineer shall be subject to the appeals procedures set forth in ACC [19.04.080](#).

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6637 § 1, 2017; Ord. 6526 § 1, 2014; Ord. 6412 § 1, 2012; Ord. 6341 § 3, 2011; Ord. 6308 § 1, 2010; Ord. 6199 § 2, 2008; Ord. 6197 § 2, 2008; Ord. 6178 § 1, 2008; Ord. 6089 § 2, 2007; Ord. 6068 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

19.04.080 Appeals.

A. Any Applicant may pay the impact fees imposed by this chapter under protest in order to obtain a Building Permit. Appeals regarding the impact fees imposed on any development activity may only be made by the Applicant of the Property where such Development Activity will occur. No appeal submitted under protest shall be permitted unless and until the impact fees at issue have been paid. Alternatively, any Applicant may appeal the impact fees determined by the City Engineer without first paying the fees, providing the applicant is willing to provide a satisfactory security of the appealed fee amount in accordance with the requirements of ACC [17.14.010\(B\)](#) prior to issuance of the Building Permit. Alternatively, any Applicant may appeal the impact fees determined by the City Engineer without first paying the fees, providing the applicant is willing to postpone issuance of the Building Permit until after the appeal process when the revised final fee is known.

B. Appeals of impact fees determined by the City Engineer shall be filed with the Department and considered by the Director who shall issue a decision. Appeals of decisions by the Director under this chapter shall be filed with the Department and heard by the city's hearing examiner pursuant to Chapter [2.46](#) ACC. Appeals to the hearing examiner shall be based on whether the decision being appealed was consistent with applicable state law and city codes.

(Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6182 § 5, 2008; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

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19.04.090 Establishment of an impact fee account for transportation.

A. There is hereby established a separate Transportation Impact Fee account for the fees collected pursuant to this chapter. Impact fee receipts shall be earmarked specifically and deposited in this account. The fees received shall be prudently invested in a manner consistent with the investment policies of the city. Funds withdrawn from this account must be used in accordance with ACC [19.04.110](#). Interest earned on the fees shall be retained in the account and expended for the purposes for which the impact fees were collected.

B. The director of the finance department shall provide an annual report to the council on the Transportation Impact Fee account showing the source and amount of all moneys collected, earned, or received, and the transportation improvements that were financed in whole or in part by Transportation Impact Fees.

C. Impact fees shall be expended or Encumbered within 10 years of receipt, unless the council identifies in written findings extraordinary and compelling reason or reasons for the delay. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5604 § 1, 2001; Ord. 5506 § 1, 2001.)

19.04.100 Refunds.

A. If the city fails to expend or Encumber impact fees paid by a Property Owner under this chapter within 10 years of payment, or within such other time periods pursuant to ACC [19.04.090](#) where extraordinary or compelling reasons exist, the current Owner of the Property for which the impact fees were paid may receive a refund of the fees. Impact fees shall be considered expended or Encumbered on a first-in, first-out basis, unless any party voluntarily elects to use the alternative fee payment method in ACC [19.04.040](#). If electing the alternative fee payment method, the party shall waive any right to recover transportation fees not expended or Encumbered within the above time frames.

B. The city shall notify potential refund claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. A potential claimant or claimant must be the Owner of the Property.

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C. Owners seeking a refund of impact fees must submit a written request for a refund of the fees to the Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any impact fees for which no application for a refund has been made within this one-year period shall be retained by the city and expended on appropriate transportation system improvements.

E. Refunds of impact fees under this section shall include any Interest earned on the impact fees by the city.

F. If and when the city seeks to terminate any or all components of the transportation impact fee program, all unexpended or un-Encumbered funds from any terminated component or components, including Interest earned, shall be refunded pursuant to this section. If any fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to their last known address. All funds available for refunds shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city but must be expended for appropriate transportation system improvements. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated.

G. The city shall also refund to the developer of Property for which impact fees have been paid all impact fees paid, including Interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.110 Use of funds.

A. Pursuant to this chapter, Transportation Impact Fees:

1. Shall be used for transportation improvements that will reasonably benefit the new development within the city; and
2. Shall not be imposed to make up for deficiencies in transportation facilities serving existing developments; and

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3. Shall not be used for maintenance or operations.

B. As a general guideline, Transportation Impact Fees may be used for any transportation improvements which could otherwise be funded by a bond issue of the city.

C. Transportation Impact Fees may be spent for transportation improvements, including but not limited to planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements including mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.

D. Impact fees may be used to recoup transportation improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

E. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of transportation improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.120 Review and update of Transportation Impact Fees.

A. The Transportation Impact Fees set forth in the Fee Schedule of the city of Auburn shall be reviewed periodically by the council and as deemed necessary by the City Engineer in conjunction with the update of the CFP or the TIP. (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 6050 § 1, 2006; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

19.04.130 Miscellaneous provisions.

A. *Existing Authority Unimpaired.* Nothing in this chapter shall preclude the city from requiring the Applicant or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter

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[43.21C](#) RCW, based on the environmental documents accompanying the underlying development approval process, and/or Chapter [58.17](#) RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of RCW [82.02.050\(1\)\(c\)](#).

B. *Captions.* The chapter and section captions used in this chapter are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this chapter.

C. *Severability.* If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

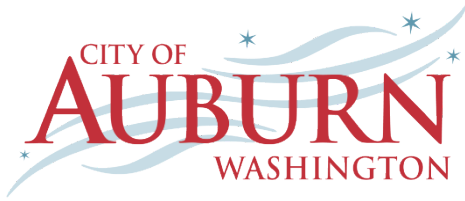
D. *Short Title.* This chapter shall be known and may be cited as the “The City of Auburn Transportation Impact Fee Ordinance.” (Ord. 6792 § 1 (Exh. A), 2020; Ord. 6341 § 3, 2011; Ord. 5763 § 1, 2003; Ord. 5506 § 1, 2001.)

The Auburn City Code is current through Ordinance 6961, passed December 2, 2024.

Disclaimer: The city clerk’s office has the official version of the Auburn City Code. Users should contact the city clerk’s office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.auburnwa.gov](http://www.auburnwa.gov)

[Hosted by General Code.](#)



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6985 (Krueger) (10 Minutes)
An Ordinance relating to the Park Impact Fees Code, Chapter 19.08 of the Auburn City Code

Meeting Date:

July 28, 2025

Department:

Parks, Arts & Recreation

Attachments:

Presentation, Ordinance No. 6985, Ordinance No. 6985 Exhibit A (ACC 19.08 Proposed Revisions), ACC 19.08 - Proposed Revisions (Clean Version)

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Chapter 19.08 of the Auburn City Code (ACC) relating to Parks Impact Fees was codified in 2006 and last updated in 2011. Since that time there have been many changes in State and Local laws causing certain portions of this Code section to be out of date. The attached code changes have been prepared for City Council consideration to update certain text making this Code consistent with other Codes (e.g. Ch. 19.04 ACC 'Transportation Impact Fees' and Title 18 ACC 'Zoning') which have been updated several times over the last several years.

Two attachments have been provided – one with the tracked changes and a clean version showing the final proposed Code changes.

Councilmember: Tracy Taylor

Staff: Julie Krueger

PARKS, ARTS & RECREATION

PARK IMPACT FEES CODE UPDATE/HOUSEKEEPING

THANIEL GOUK, PARK PLANNING &
DEVELOPMENT MANAGER
CITY COUNCIL STUDY SESSION
JULY 28, 2025

Parks Department

Parks • Arts & Events • Recreation • Cemetery • Golf Course • Senior Center • Museum

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

CH. 19.08 ACC PARKS IMPACT FEES CITY CODE UPDATES

Fee Schedule updated June 2025

- Included State-required updates
- Completed and effective July 1, 2025
- Ch. 19.08 ACC – Parks Impact Fees Code Updates next step

CH. 19.08 ACC PARKS IMPACT FEES (PIFs) CITY CODE UPDATES

What updates are proposed?

○ PIFs Codified in 2006; last updated 2011.

- Make consistent, as possible, with Ch. 19.04 ACC (Transportation Impact Fees [TIFs]) (proposed TIF code changes are much more specific / technical and most not applicable to PIFs)
- TIF Code updated in 2020; PIF Code was not
- Proposed changes would make PIF code consistent other code updates (e.g., Zoning Code definitions)
- Strikethrough version and final version included in agenda packet for full review
- No substantive changes; merely housekeeping

CH. 19.08 ACC PARKS IMPACT FEES CITY CODE UPDATES

Any Questions?

ORDINANCE NO. 6985

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, RELATING TO THE PARK
IMPACT FEES CODE, CHAPTER 19.08 OF THE AUBURN
CITY CODE

WHEREAS, in 2006, the City Council created and codified the Parks Impact Fee,
Ch. 19.08 ACC through Ordinance No. 6063; and

WHEREAS, in 2011, the City Council amended the Parks Impact Fee code to allow
payment options as set forth in in ACC 19.08.030(G); and

WHEREAS, in June 2025, the City Council passed Resolution 5833 amending the
Fee Schedule to update Parks Impact Fees; and

WHEREAS, changes in State laws and City codes since 2011 have caused Ch.
19.08 ACC to have many internal code inconsistencies; and

WHEREAS, Staff recommends that Ch. 19.08 ACC, Parks Impact Fee code, be
updated to reflect these changes and to use consistent verbiage as is used in other Code
sections.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,
WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. Chapter 19.08 of the Auburn City Code
is amended to read as shown in Exhibit A.

Section 2. Implementation. The Mayor is authorized to implement those
administrative procedures necessary to carry out the directives of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be
separate and severable. The invalidity of any clause, sentence, paragraph, subdivision,

section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. **Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____

Chapter 19.08

PARKS IMPACT FEES

Sections:

19.08.010	Findings and authority.
19.08.020	Definitions.
19.08.030	Assessment of impact fees.
19.08.040	Independent fee calculations.
19.08.035	Deferral of Payment.
19.08.050	Credits and adjustments.
19.08.060	Exemptions.
19.08.070	Appeals.
19.08.080	Establishment of impact fee account for parks and recreation.
19.08.090	Refunds.
19.08.100	Use of funds.
19.08.110	Review and update of impact fees.
19.08.120	Miscellaneous provisions.

19.08.010 Findings and authority.

The council of the city of Auburn (the "council") hereby finds and determines that new ~~growth-and~~ residential development in the city of Auburn will create additional demand and need for parks and recreation facilities in the city of Auburn, and the council finds that new ~~growth-and~~ development should pay a proportionate share of the cost of parks and recreation facilities needed to serve the new ~~growth-and~~ development. The city of Auburn has conducted ~~a~~ study~~ies~~ documenting the procedures for measuring the impact of new developments on parks and recreation facilities. This~~e~~ study~~ies~~ has~~ve~~ contributed to the rates ~~as~~ established in the fee schedule of the city of Auburn. Therefore, pursuant to Chapter [82.02](#) RCW, the council adopts this chapter to assess impact fees for parks and recreation facilities. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in establishing the impact fee program. (~~Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.~~)

19.08.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW [82.02.090](#) or given their usual and customary meaning.

A. "Act" means the Growth Management Act, Chapter [36.70A](#) RCW, as now in existence or as hereafter amended.

~~B. "Applicant" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity, commencing a Development Activity and which requires the issuance of a Building Permit.~~

~~BC.~~ "Building permit," ~~for the purposes of this chapter only,~~ means an official document or certification which is issued by the city and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.

~~CD.~~ "Capital facilities plan" means the capital facilities plan element of the city's comprehensive plan adopted pursuant to Chapter [36.70A](#) RCW, known as the city of Auburn parks, recreation and open space plan, and such plan as amended.

~~DE.~~ "Change in use," ~~for the purposes of this chapter,~~ means use of a different property changing from a non-residential use to a use that qualifies as a ~~single or multiple family dwelling unit as defined in this chapter.~~

~~E. "City" means the city of Auburn.~~

~~F. "Council" means the city council of the city of Auburn.~~

G. "Department" means the department of parks, arts, and recreation.

H. "Development activity" means ~~any construction or expansion of any type of dwelling listed in ACC 18.04.340 building, structure, or use, any change in use of a building or structure, or any change in the use of land that creates additional demand and need for parks and recreation facilities.~~

I. "Director" means the director of the department of parks, arts, and recreation or ~~the~~ ~~director's~~ designee.

J. "Dwelling unit" ~~as defined in ACC 18.04.350.; means a building, or portion thereof, designed for residential occupancy consisting of one or more rooms which are arranged, designed or used as living quarters for one family only~~ An "accessory dwelling unit", as defined in ACC 18.04.018, shall be considered a dwelling unit. A manufactured home shall be considered a dwelling unit, if sited per Chapter 18.31.050 ACC.

K. "Encumbered" means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations or other liabilities incurred for parks and recreation facilities.

L. "Fee ~~schedule~~payer" ~~means, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application or, if payment of fees is deferred, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity commencing a land development activity which creates the demand for additional parks and recreation facilities, and which requires the issuance of a building permit. "Feepayer" includes an applicant for an impact fee credit.~~

M. "GrandfatheringVesting" means that the existing land use of a developed property in effect on January 1, 2007, the initial effective date of the impact fees ordinance, is entitled to system capacity credits determined by the adopted impact fees rate schedule.

N. "Hearing examiner" means the examiner who acts on behalf of the council in considering and applying land use regulatory codes as provided under Chapter 2.46 ACC. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.

O. "Impact fee" means a payment of money imposed by the city of Auburn on development activity pursuant to this chapter as a condition of granting development approval in order to pay for the parks and recreation facilities needed to serve new growth and development.

P. "Impact fee account" or "account" means the account established for the parks and recreation facilities' impact fees collected. The account shall be established pursuant to ACC 19.08.080 and comply with the requirements of RCW 82.02.070.

Q. "Independent fee calculation" means the parks and recreation impact calculation prepared by a feepayer to support the assessment of an impact fee other than by the use of the fee schedule.

R. "Interest" means the interest rate earned by local jurisdictions in the State of Washington Local Government Investment Pool, if not otherwise defined.

~~XX. "Living Space" means the space within a dwelling unit utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes.~~

S. "Multifamily dwelling" means a building designed exclusively for occupancy by two or more families living independently of each other, and containing two or more residential dwelling units.

T. "Owner" means the owner of record of real property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.

U. "Parks and recreation facilities" means neighborhood and community parks, open space, recreational trails, athletic fields, swimming pools, and community centers, and any furnishings and equipment that are used at such locations and which can be capitalized.

V. "Parks and recreation project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project and are not parks and recreation system improvements. No parks and recreation improvement or facility included in a capital facilities plan approved by the council shall be considered a parks and recreation project improvement.

W. "Parks and recreation system improvements" means parks and recreation facilities that are either included in the city of Auburn's capital facilities plan and/or are designed to provide service to service areas within the community at large, in contrast to parks and recreation project improvements.

~~X. "Single-family dwellingResidential" means as defined in ACC 18.04.800, to include residential units in a mixed-use development, work/live units, and live/work units. This definition does not include group residence facilities or residential care facilities, a detached building designed exclusively for occupancy by one family and containing one residential dwelling unit. A manufactured home may be considered a one-family dwelling, if sited per Chapter 18.31 ACC.~~

~~Y. "State" means the state of Washington.~~

Z. "Surplus credits" means credits over and above those calculated as an impact fee. For example:

1. In grandfathering-vesting calculations, if the difference between a proposed use fee minus existing use credit results in a positive number, the result is the impact fee due.
2. In grandfathering-vesting calculations, if the difference between a proposed use fee minus existing use credit results in a negative number, the result is the surplus credit and no impact fee would be due.

~~AA. "Downtown catalyst park service area" means the areas defined by (1) the boundary of West Main Street/East Main Street to the north, "A" Street SE to the east, 2nd Street SE/2nd Street SW to the south, and "A" Street SW to the west; and (2) the boundary of East Main Street to the south, Auburn Avenue to the east, 1st Street NE to the north, and North Division Street to the west; and (3) the boundary of 2nd Street SW to the north, South Division Street to the east, 3rd Street SW, and "A" Street SW to the south. (Ord. 6637 § 2, 2017; Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.).~~

19.08.030 Assessment of impact fees.

A. ~~Effective January 1, 2007, t~~The city shall collect park impact fees as a condition of issuing any building permit for residential development, based on the fee schedule in effect at the time of building permit application. ~~of the city of Auburn, from any applicant seeking development approval from the city for any development activity that includes dwelling units within the city.~~

The park impact fees established hereby shall be listed on the city of ~~Auburn fee~~ schedule according to square footage of service arealiving space within the dwelling unit. ~~Two service areas are established within Auburn. The downtown catalyst park service area, as defined in ACC 19.08.020(AA), and the city-wide service area, which is defined as all other property within the city boundaries that is outside the downtown catalyst park service area. Credits, adjustments, and exemptions set forth in this chapter shall apply equally to both areas.~~

B. ~~Effective January 1, 2007, w~~Where a change in use increases housing capacity by more than or equal to one dwelling unit, the director shall calculate a parks and recreation impact fee based on the increase in the housing capacity.

~~C. Except when fees are deferred, the parks impact fee shall be imposed based on the fee schedule that is in effect at the time the submitted building permit application is determined to be complete and shall be payable prior to issuance of the permit, or pursuant to an independent fee calculation accepted by the director pursuant to ACC 19.08.040, and adjusted for any credits pursuant to ACC 19.08.050. When fees are deferred, the assessment will be based on the fees in effect at the time of payment.~~

~~D. The amount to be paid shall not be increased for any applicant that submitted a complete application for the building permit before the city established the impact fee rates.~~

EC. Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to ACC [19.08.050](#) shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to ACC [19.08.050](#) setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued.

~~FD. The department shall not issue a b~~Building permits shall not be issued unless and until the impact fees have been paid or ~~credit(s) awarded~~deferred.

19.08.035 Deferral of Payment.

AG. For complete ~~single-family~~ building permit applications ~~the Applicant for new development, redevelopment or a change in use, and prior to or at the time of issuance of any single-family residential building permit for a dwelling unit that is being constructed, the applicant~~ may elect to record a covenant against title to the property on forms prepared and provided by the city. The forms shall that requires payment of parks impact fees due and owing, ~~less any credits awarded, by providing for~~ automatic payment through escrow ~~of these development charges due and owing to be paid~~ no later than: (a) at time of closing of the sale of the unit; (b) or at final inspection or issuance of certificate of occupancy; (c) or 18 months from the date of ~~issuance of~~ the original building permit was issued, whichever comes first.

B. Failure to pay park impact fees in accordance with ACC 19.08.035(A) shall result in the following:

1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of ACC [1.25.030](#) and [1.25.065](#). Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying ACC [1.25.030](#) and [1.25.065](#), the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.
2. Any unpaid ~~charges-fees~~ adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid ~~chargesfees~~. In addition to the actions authorized in ~~subsection (G)(1) of~~ this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid ~~charges-fees~~ and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding ~~water, sanitary sewer and storm drainage development chargesfees~~ are paid in full.
3. The appeals process authorized in ACC [19.08.070](#) shall not apply to determinations made pursuant to this section.

~~H. For complete multifamily building permit applications for new development, redevelopment or a change in use, and prior to or at the time of issuance of any multifamily residential building permit that is being constructed, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city that requires payment of parks impact fees due and owing, less any credits awarded, by providing for automatic payment through escrow of these development charges due and owing to be paid no later than at time of closing of the sale of the unit or at final inspection or issuance of certificate of occupancy or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:~~

- ~~1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of ACC [1.25.030](#) and~~

~~1.25.065. Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.~~

~~2. Any unpaid charges adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (H)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.~~

~~3. The appeals process authorized in ACC 19.08.070 shall not apply to determinations made pursuant to this section. (Ord. 6843 § 4, 2021; Ord. 6637 § 3, 2017; Ord. 6455 § 5, 2013; Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)~~

19.08.040 Independent fee calculations.

A. If, in the judgment of the director, none of the fee categories or fee amounts set forth in the fee schedule accurately describes or captures the impacts of the new development, the applicant shall conduct an independent fee calculation and the director may impose alternative fees on a specific development based on those calculations, once accepted by the city.

B. ~~Fee payers~~ Applicants may opt not to have the impact fees determined according to the fee schedule. Such fee payers shall prepare and submit to the director an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made.

C. A nonreimbursable administrative fee shall be charged for each independent fee calculation. The fee shall be deposited with the city to pay for city review of the independent fee calculation upon submittal of the documented independent fee study.

D. After the city completes its review, the actual fees and expenses will be determined and the cash deposit shall be adjusted to provide for a refund by the city or additional payment by the feepayer.

~~E. While there is a presumption that the calculations set forth in the fee schedule are valid, the director shall consider the documentation submitted by the feepayer, but is not required to accept such documentation which the director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer to submit additional or different documentation for consideration. The director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or where adjustment is deemed by the director to be appropriate based on principles of fairness under the circumstances of the case.~~

~~F. Determinations made by the director pursuant to this section may be appealed to the office of the hearing examiner subject to the procedures set forth in ACC 19.08.070. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)~~

19.08.050 Credits and adjustments.

A. ~~An feepayer applicant can may request the Director consider that~~ a credit ~~or credits~~ for parks and recreation impact fees ~~be awarded to them for~~ parks and recreation improvement projects provided by the ~~feepayer Applicant~~ in excess of the standard requirements for the ~~feepayer's development if the land, improvements, and/or the facility constructed are identified as parks and recreation system improvements that provide capacity to serve new growth in the capital facilities plan, or the director, at their discretion, makes the finding that such land, improvements, and/or facilities would serve the parks and recreation goals and objectives of the capital facilities plan.~~ Credit for park and recreation improvement projects above and beyond the amount required shall be determined by the Director based on an appraisal paid for and provided by the Applicant.

~~B. For each request for a credit or credits, the director shall determine the value of dedicated land by using available documentation or selecting an appraiser from a list of independent appraisers maintained by the department to determine the value of the land being dedicated. The value of improvements will be determined through documentation submitted by the feepayer.~~

~~C. The feepayer shall pay the cost of the appraisal and shall deposit on account the estimated cost of the appraisal as determined by the city at the time the feepayer requests consideration for a credit.~~

~~D. After receiving the appraisal, the director shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the site donated, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating their agreement to the terms of the letter or certificate and return such signed document to the director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 days shall nullify the credit.~~

~~E. Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.~~

~~F~~B. Determinations made by the director pursuant to this section shall be subject to the appeals procedures set forth in ACC [19.08.070](#).

~~G. Pursuant to and consistent with the requirements of RCW [82.02.060](#), the fee rate in the fee schedule has been reasonably adjusted for other revenue sources which are earmarked for, or proratable to, funding parks and recreation facilities.~~

H. In order to grandfather-vest the capacity rights of existing developments, the director will utilize the adopted rates to calculate any impact fee credits and to determine any surplus credits for off-site system improvements made by the property owner.

Only in a situation when a property owner makes off-site system capacity improvements that qualify in accordance with subsection A of this section will any surplus credits (value computed during the permit year and not adjusted for inflation) remain with the property or any

subdivision of that property to benefit future development where a parks and recreation impact fee is determined to be due. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.060 Exemptions.

A. The following shall be exempted from the payment of parks and recreation impact fees:

1. Replacement of a structure with a new structure of the same use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
2. Alterations~~, or~~ expansion~~, or~~ enlargement~~, or~~ remodeling, or rehabilitation~~, or~~ ~~conversion~~ of an existing dwelling unit where no additional dwelling units are created and the land use is not changed.
3. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
4. A change in use where the increase in housing capacity is less than the threshold stated in ACC [19.08.030\(B\)](#).
5. Demolition or ~~moving relocation~~ of a structure out of the city.
- ~~6. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the park impact fee rate schedule and subsequently determined to be a complete application by the city.~~

B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the director shall be subject to the appeals procedures set forth in ACC [19.08.070](#). (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.070 Appeals.

A. Any ~~feepayer~~ Applicant may pay the impact fees imposed by this chapter under protest in order to obtain a building permit. Appeals regarding the impact fees imposed on any development activity may only be made by the ~~feepayer~~ Applicant of the property where such development activity will occur. No appeal submitted under protest shall be permitted unless and until the impact fees at issue have been paid. Alternatively, any ~~feepayer~~ Applicant may appeal the impact fees determined by the director without first paying the fees, providing the applicant is willing to provide a satisfactory security of the appealed fee amount in accordance with the requirements of ACC [17.14.010\(A\)](#) prior to issuance of the building permit. Alternatively, any ~~feepayer~~ Applicant may appeal the impact fees determined by the director without first paying the fees, provided the applicant is willing to postpone issuance of the building permit until after the appeal process when the revised final fee is known.

B. Determinations of the director with respect to the applicability of the impact fees to a given development activity, the availability or value of a credit, or the director's decision with respect to the independent fee calculation, or any other determination which the director is authorized to make pursuant to this chapter, can be appealed to the hearing examiner.

~~C. Appeals shall be taken within 10 days of the director's decision issuance of a written determination by filing with the office of the hearing examiner a notice of appeal specifying the grounds thereof and depositing the necessary fee, which is set forth in the existing fee schedules for appeals of administrative decisions. The director shall transmit to the office of the hearing examiner all papers constituting the record for the determination, including, where appropriate, the independent fee calculation.~~

~~D. The hearing examiner shall fix a time for the hearing of the appeal, give notice to the parties in interest, and decide the same as provided in Chapter [2.46](#) ACC. At the hearing, any party may appear in person or by agent or attorney.~~

~~E. The hearing examiner is authorized to make findings of fact regarding the applicability of the impact fees to a given development activity, the availability or amount of the credit, or the accuracy or applicability of an independent fee calculation. The decision of the hearing examiner shall be final, except as provided in subsection [G](#) of this section.~~

~~F. The hearing examiner may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the~~

~~director with respect to the amount of the impact fees imposed or the credit awarded upon a determination that it is proper to do so based on principles of fairness, and may make such order, requirements, decision or determination as ought to be made, and to that end shall have the powers which have been granted to the director by this chapter.~~

~~G. Any feepayer aggrieved by any decision of the office of the hearing examiner may appeal the hearing examiner's final decision as provided in Chapter 2.46 ACC. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)~~

19.08.080 Establishment of impact fee account for parks and recreation.

A. Impact fee receipts shall be earmarked specifically and deposited in special interest-bearing accounts. The fees received shall be prudently invested in a manner consistent with the investment policies of the city.

B. There is hereby established a separate impact fee account for the fees collected pursuant to this chapter: the parks and recreation facilities impact fee account. Funds withdrawn from these accounts must be used in accordance with the provisions of ACC [19.08.100](#). Interest earned on the fees shall be retained in the account and expended for the purposes for which the impact fees were collected.

C. On an annual basis, the financial director shall provide a report to the council on the parks and recreation impact fee account showing the source and amount of all moneys collected, earned, or received, and the parks and recreation system improvements that were financed in whole or in part by impact fees.

D. Impact fees shall be expended or encumbered within six years of receipt, unless the council identifies in written findings an extraordinary and compelling reason or reasons for the delay. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.090 Refunds.

A. If the city fails to expend or encumber the impact fees within six years of when the fees were paid or, where extraordinary or compelling reasons exist, such other time periods as established pursuant to ACC [19.08.080](#), the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees shall be considered expended or encumbered on a first-in, first-out basis; provided, that any party that voluntarily elects to use the alternative fee payment method specified in ACC [19.08.030](#) shall sign as a condition of use of the alternative fee payment method a waiver of right on a form prepared and provided by the city to recovery of park impact fees not spent within the statutory six-year timeframe.

B. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. A potential claimant or claimant must be the owner of the property.

C. Owners seeking a refund of impact fees must submit a written request for a refund of the fees to the director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any impact fees for which no application for a refund has been made within this one-year period shall be retained by the city and expended on the appropriate parks and recreation facilities.

E. Refunds of impact fees under this section shall include any interest earned on the impact fees by the city.

F. If and when the city seeks to terminate any or all components of the parks and recreation impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this section. Upon the finding that any or all fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to the last known address of the claimants. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended for the appropriate parks and recreation facilities. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated.

G. The city shall also refund to the developer of property for which impact fees have been paid, all impact fees paid, including interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.100 Use of funds.

A. Pursuant to this chapter, impact fees:

1. Shall be used for parks and recreation system improvements that will reasonably benefit the new development within the city; and
2. Shall not be imposed to make up for deficiencies in parks and recreation facilities serving existing developments; and
3. Shall not be used for maintenance or operations.

B. As a general guideline, parks and recreation impact fees may be used for any parks and recreation system improvements which could otherwise be funded by a bond issue of the city.

C. Parks and recreation facilities impact fees may be spent for parks and recreation system improvements, including but not limited to neighborhood and community parks, recreational trails, athletic fields, swimming pools, and community centers, including planning, land acquisition, site improvements, necessary off-site improvements including mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.

D. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of parks and recreation system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.110 Review and update of impact fees.

- A. The fee ~~rate schedule~~s set forth in the fee schedule of the city of Auburn shall be reviewed periodically by the council ~~no later than two years after the effective date of the fee rate schedule attached to the ordinance codified in this chapter, and no more than every two years thereafter.~~
- B. The fee ~~schedule~~s set forth in the fee schedule of the city of Auburn shall be reviewed by the council as it may deem necessary and appropriate in conjunction with the annual update of the capital facilities plan element of the city's comprehensive plan. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

~~19.08.120 Miscellaneous provisions.~~

- ~~A. Existing Authority Unimpaired. Nothing in this chapter shall preclude the city from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, based on the environmental documents accompanying the underlying development approval process, and/or Chapter 58.17 RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of RCW 82.02.050(1)(c).~~
- ~~B. Captions. The chapter and section captions used in this chapter are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this chapter.~~
- ~~C. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.~~
- ~~D. Short Title. This chapter shall be known and may be cited as "the city of Auburn parks and recreation impact fee ordinance." (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)~~

The Auburn City Code is current through Ordinance 6976, passed April 7, 2025.

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.auburnwa.gov](http://www.auburnwa.gov)

[Hosted by General Code.](#)

Chapter 19.08

PARKS IMPACT FEES

Sections:

19.08.010	Findings and authority.
19.08.020	Definitions.
19.08.030	Assessment of impact fees.
19.08.035	Deferral of Payment.
19.08.040	Independent fee calculations.
19.08.050	Credits and adjustments.
19.08.060	Exemptions.
19.08.070	Appeals.
19.08.080	Establishment of impact fee account for parks and recreation.
19.08.090	Refunds.
19.08.100	Use of funds.
19.08.110	Review and update of impact fees.

19.08.010 Findings and authority.

The council of the city of Auburn (the “council”) hereby finds and determines that new residential development in the city of Auburn will create additional demand and need for parks and recreation facilities in the city of Auburn, and the council finds that new development should pay a proportionate share of the cost of parks and recreation facilities needed to serve the new development. The city of Auburn has conducted studies documenting the procedures for measuring the impact of new developments on parks and recreation facilities. The studies have contributed to the rates established in the fee schedule of the city of Auburn. Therefore, pursuant to Chapter [82.02](#) RCW, the council adopts this chapter to assess impact fees for parks and recreation facilities. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in establishing the impact fee program.

19.08.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW [82.02.090](#) or given their usual and customary meaning.

- A. "Act" means the Growth Management Act, Chapter [36.70A](#) RCW, as now in existence or as hereafter amended.
- B. "Applicant" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity, commencing a Development Activity and which requires the issuance of a Building Permit.
- C. "Building permit," means an official document or certification which is issued by the city and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.
- D. "Capital facilities plan" means the capital facilities plan element of the city's comprehensive plan adopted pursuant to Chapter [36.70A](#) RCW, known as the city of Auburn parks, recreation and open space plan, and such plan as amended.
- E. "Change in use," means use of a property changing from a non-residential use to a use that qualifies as a dwelling unit .
- F. "Department" means the department of parks, arts, and recreation.
- G. "Development activity" means construction of any type of dwelling listed in ACC 18.04.340.
- H. "Director" means the director of the department of parks, arts, and recreation or designee.
- I. "Dwelling unit" as defined in ACC 18.04.350.; An "accessory dwelling unit", as defined in ACC 18.04.018, shall be considered a dwelling unit. A manufactured home shall be considered a dwelling unit, if sited per Chapter [18.31.050](#) ACC.
- J. "Encumber" means to reserve, set aside or otherwise earmark the impact fees in order to pay for commitments, contractual obligations or other liabilities incurred for parks and recreation facilities.
- K. "Fee schedule" means, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application or, if payment of fees is deferred, the city of Auburn Fee Schedule in effect at the time of a complete Building Permit application.
- L. "Hearing examiner" means the examiner who acts on behalf of the council in considering and applying land use regulatory codes as provided under Chapter [2.46](#) ACC. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.

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- M. "Impact fee" means a payment of money imposed by the city of Auburn on development activity pursuant to this chapter as a condition of granting development approval in order to pay for the parks and recreation facilities needed to serve new growth and development.
- N. "Impact fee account" or "account" means the account established for the parks and recreation facilities' impact fees collected. The account shall be established pursuant to ACC [19.08.080](#) and comply with the requirements of RCW [82.02.070](#).
- O. "Independent fee calculation" means the parks and recreation impact calculation prepared by a feepayer to support the assessment of an impact fee other than by the use of the fee schedule.
- P. "Interest" means the interest rate earned by local jurisdictions in the State of Washington Local Government Investment Pool, if not otherwise defined.
- Q. "Living Space" means the space within a dwelling unit utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes.
- R. "Multifamily dwelling" means a building designed exclusively for occupancy by two or more families living independently of each other, and containing two or more residential dwelling units.
- S. "Owner" means the owner of record of real property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.
- T. "Parks and recreation facilities" means neighborhood and community parks, open space, recreational trails, athletic fields, swimming pools, and community centers, and any furnishings and equipment that are used at such locations and which can be capitalized.
- U. "Parks and recreation project improvements" means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project and are not parks and recreation system improvements. No parks and recreation improvement or facility included in a capital facilities plan approved by the council shall be considered a parks and recreation project improvement.
- V. "Parks and recreation system improvements" means parks and recreation facilities that are either included in the city of Auburn's capital facilities plan and/or are designed to provide service to service areas within the community at large, in contrast to parks and recreation project improvements.
- W. "Residential" as defined in ACC 18.04.800, to include residential units in a mixed-use development, work/live units, and live/work units. This definition does not include group residence facilities or residential care facilities.
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- X. "Surplus credits" means credits over and above those calculated as an impact fee. For example:
1. In vesting calculations, if the difference between a proposed use fee minus existing use credit results in a positive number, the result is the impact fee due.
 2. In vesting calculations, if the difference between a proposed use fee minus existing use credit results in a negative number, the result is the surplus credit and no impact fee would be due.
- Y. "Vesting" means that the existing land use of a developed property in effect on January 1, 2007, the initial effective date of the impact fees ordinance, is entitled to system capacity credits determined by the adopted impact fees rate schedule.

19.08.030 Assessment of impact fees.

- A. The city shall collect park impact fees as a condition of issuing any building permit for residential development based on the fee schedule in effect at the time of building permit application. The park impact fees established hereby shall be listed on the city of schedule according to square footage of living space within the dwelling unit.
- B. Where a change in use increases housing capacity by more than or equal to one dwelling unit, the director shall calculate a parks and recreation impact fee based on the increase in the housing capacity.
- C. Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to ACC [19.08.050](#) shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to ACC [19.08.050](#) setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued.
- D. Building permits shall not be issued unless and until the impact fees have been paid or deferred.

19.08.035 Deferral of Payment.

- A. A. For complete building permit applications the Applicant may elect to record a covenant against title to the property on forms prepared and provided by the city. The forms shall

require payment of park impact fees due and owing by automatic payment through escrow no later than: (a) closing of the sale of the unit; (b) at final inspection or issuance of certificate of occupancy; (c) or 18 months from the date of the original building permit was issued, whichever comes first.

B. Failure to pay park impact fees in accordance with ACC 19.08.035(A) shall result in the following:

1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.
2. Any unpaid fees adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid fees. In addition to the actions authorized in this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid fees and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding fees are paid in full.
3. The appeals process authorized in ACC 19.08.070 shall not apply to determinations made pursuant to this section.

19.08.040 Independent fee calculations.

A. If, in the judgment of the director, none of the fee categories or fee amounts set forth in the fee schedule accurately describes or captures the impacts of the new development, the applicant shall conduct an independent fee calculation and the director may impose

alternative fees on a specific development based on those calculations, once accepted by the city.

- B. Applicants may opt not to have the impact fees determined according to the fee schedule. Such fee payers shall prepare and submit to the director an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made.
- C. A nonreimbursable administrative fee shall be charged for each independent fee calculation. The fee shall be deposited with the city to pay for city review of the independent fee calculation upon submittal of the documented independent fee study.
- D. After the city completes its review, the actual fees and expenses will be determined and the cash deposit shall be adjusted to provide for a refund by the city or additional payment by the fee payer.

19.08.050 Credits and adjustments.

- A. An applicant may request the Director consider a credit for parks and recreation improvement projects provided by the Applicant in excess of the standard requirements for the development. Credit for park and recreation improvement projects above and beyond the amount required shall be determined by the Director based on an appraisal paid for and provided by the Applicant.
- B. Determinations made by the director pursuant to this section shall be subject to the appeals procedures set forth in ACC [19.08.070](#).
- C. In order to vest the capacity rights of existing developments, the director will utilize the adopted rates to calculate any impact fee credits and to determine any surplus credits for off-site system improvements made by the property owner.

Only in a situation when a property owner makes off-site system capacity improvements that qualify in accordance with this section will any surplus credits (value computed during the permit year and not adjusted for inflation) remain with the property or any subdivision of that property to benefit future development where a park and recreation impact fee is determined to be due. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.060 Exemptions.

- A. The following shall be exempted from the payment of parks and recreation impact fees:
1. Replacement of a structure with a new structure of the same use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
 2. Alterations, expansion, enlargement, remodeling, or rehabilitation of an existing dwelling unit where no additional dwelling units are created and the land use is not changed.
 3. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
 4. A change in use where the increase in housing capacity is less than the threshold stated in ACC [19.08.030\(B\)](#).
 5. Demolition or relocation of a structure out of the city.
- B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section. Determinations of the director shall be subject to the appeals procedures set forth in ACC [19.08.070](#). (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.070 Appeals.

- A. Any Applicant may pay the impact fees imposed by this chapter under protest in order to obtain a building permit. Appeals regarding the impact fees imposed on any development activity may only be made by the Applicant of the property where such development activity will occur. No appeal submitted under protest shall be permitted unless and until the impact fees at issue have been paid. Alternatively, any Applicant may appeal the impact fees determined by the director without first paying the fees, providing the applicant is willing to provide a satisfactory security of the appealed fee amount in accordance with the requirements of ACC [17.14.010\(A\)](#) prior to issuance of the building permit. Alternatively, any Applicant may appeal the impact fees determined by the director without first paying the fees, provided the applicant is willing to postpone issuance of the building permit until after the appeal process when the revised final fee is known.

- B. Determinations of the director with respect to the applicability of the impact fees to a given development activity, the availability or value of a credit, or the director's decision with respect to the independent fee calculation, or any other determination which the director is authorized to make pursuant to this chapter, can be appealed to the hearing examiner within 10 days of the director's decision as provided in Chapter [2.46](#) ACC.

19.08.080 Establishment of impact fee account for parks and recreation.

- A. Impact fee receipts shall be earmarked specifically and deposited in special interest-bearing accounts. The fees received shall be prudently invested in a manner consistent with the investment policies of the city.
- B. There is hereby established a separate impact fee account for the fees collected pursuant to this chapter: the parks and recreation facilities impact fee account. Funds withdrawn from these accounts must be used in accordance with the provisions of ACC [19.08.100](#). Interest earned on the fees shall be retained in the account and expended for the purposes for which the impact fees were collected.
- C. On an annual basis, the financial director shall provide a report to the council on the parks and recreation impact fee account showing the source and amount of all moneys collected, earned, or received, and the parks and recreation system improvements that were financed in whole or in part by impact fees.
- D. Impact fees shall be expended or encumbered within six years of receipt, unless the council identifies in written findings an extraordinary and compelling reason or reasons for the delay. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.090 Refunds.

- A. If the city fails to expend or encumber the impact fees within six years of when the fees were paid or, where extraordinary or compelling reasons exist, such other time periods as established pursuant to ACC [19.08.080](#), the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees shall be considered expended or encumbered on a first-in, first-out basis; provided, that any party that voluntarily elects to

use the alternative fee payment method specified in ACC [19.08.030](#) shall sign as a condition of use of the alternative fee payment method a waiver of right on a form prepared and provided by the city to recovery of park impact fees not spent within the statutory six-year timeframe.

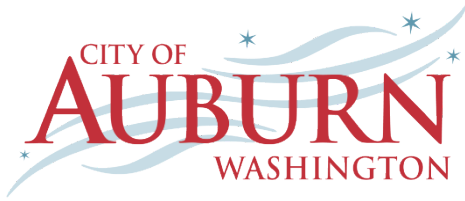
- B. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants. A potential claimant or claimant must be the owner of the property.
- C. Owners seeking a refund of impact fees must submit a written request for a refund of the fees to the director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- D. Any impact fees for which no application for a refund has been made within this one-year period shall be retained by the city and expended on the appropriate parks and recreation facilities.
- E. Refunds of impact fees under this section shall include any interest earned on the impact fees by the city.
- F. If and when the city seeks to terminate any or all components of the parks and recreation impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this section. Upon finding that any or all fee requirements are to be terminated, the city shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first class mail to the last known address of the claimants. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the city, but must be expended for the appropriate parks and recreation facilities. This notice requirement shall not apply if there are no unexpended or unencumbered balances within an account or accounts being terminated.
- G. The city shall also refund to the developer of property for which impact fees have been paid, all impact fees paid, including interest earned on the impact fees, if the development activity for which the impact fees were imposed did not occur. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.100 Use of funds.

- A. Pursuant to this chapter, impact fees:
1. Shall be used for parks and recreation system improvements that will reasonably benefit the new development within the city; and
 2. Shall not be imposed to make up for deficiencies in parks and recreation facilities serving existing developments; and
 3. Shall not be used for maintenance or operations.
- A. As a general guideline, parks and recreation impact fees may be used for any parks and recreation system improvements which could otherwise be funded by a bond issue of the city.
- B. Parks and recreation facilities impact fees may be spent for parks and recreation system improvements, including but not limited to neighborhood and community parks, recreational trails, athletic fields, swimming pools, and community centers, including planning, land acquisition, site improvements, necessary off-site improvements including mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.
- C. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of parks and recreation system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)

19.08.110 Review and update of impact fees.

- A. The fees set forth in the fee schedule of the city of Auburn shall be reviewed periodically by the council.
- B. The fees set forth in the fee schedule of the city of Auburn shall be reviewed by the council as it may deem necessary and appropriate in conjunction with the annual update of the capital facilities plan element of the city's comprehensive plan. (Ord. 6341 § 5, 2011; Ord. 6063 § 1, 2006.)



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6991 (Thomas) (30 Minutes)
An Ordinance amending the City's 2025-2026 Biennial Budget

Meeting Date:

July 28, 2025

Department:

Finance

Attachments:

Ordinance No. 6991 BA#2, 2 -
Ord 6991 BA#2 Transmittal
memo, 2025 BA#2 Ord No 6991
Schedule A, 2025 BA#2 Ord No
6991 Schedule B, 2026 BA#2
Ord No 6991 Schedule C, 2026
BA#2 Ord No 6991 Schedule D,
2025 BA#2 Power Point

Budget Impact:

2025: \$1,721,659
2026: **-\$112,933**

Administrative Recommendation:

For discussion only.

Background for Motion:**Background Summary:**

Ordinance No. 6991 (Budget Amendment #2) represents the second budget amendment for the 2025-2026 biennium. This amendment consists of adjustments to capital project budgets; recognition of new grant awards and their associated expenditures, and adjustment of estimated grant amounts to awarded amounts when necessary; authorization for one new FTE; and new expenditures offset by new revenues, adjustments to existing programs, and limited requests for new budget authority.

For details, see the attached transmittal memorandum and supporting materials.

Councilmember: Kate Baldwin

Staff: Jamie Thomas

ORDINANCE NO. 6991

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING THE CITY'S 2025-2026 BIENNIAL BUDGET

WHEREAS, at its November 18, 2024 regular meeting, the Auburn City Council enacted Ordinance No. 6848, which adopted the City's 2025-2026 Biennial budget (Budget); and

WHEREAS, the City Council has amended the Budget one time since adoption (by enacting Ordinance No. 6975 on May 19, 2025); and

WHEREAS, the City deems it necessary to amend the Budget to appropriate additional funds into the various Budget funds outlined in the schedules attached to this Ordinance; and

WHEREAS, the City Council has approved this Ordinance by one more than its majority in accordance with RCW 35A.34.200.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment of the 2025-2026 Biennial Budget. Pursuant to RCW 35A.34, the City hereby amends its 2025-2026 Biennial Budget to reflect the revenues and expenditures shown on Schedules "A", "B", "C" and "D" attached hereto and incorporated herein by reference.

Section 2. Implementation. The Mayor is authorized to utilize the revenue and expenditure amounts shown on Schedules "A", "B", "C" and "D" attached to this Ordinance. A copy of these Schedules are on file with the City Clerk and available

for public inspection. The Mayor is further authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Jason Whalen, City Attorney

Published: _____



Interoffice Memorandum

To: City Council
From: Jamie Thomas, Finance Director
CC: Nancy Backus, Mayor
Date: July 28, 2025
Re: Ordinance #6991 – 2025-2026 Budget Amendment #2

The City's biennial 2025-2026 budget was approved by Council as two one-year appropriations. Budget Amendment #2 will be the second budget amendment for the biennium and will update the 2025 and 2026 appropriations. Although the 2026 appropriation is being adjusted, this is generally due to the effects of adjustments to the 2025 appropriation, since any adjustment to the ending balance of 2025 must be reflected in 2026. Given this, the detail below relates to the 2025 appropriation. For details on specific requests to amend the biennial budget, please refer to the accompanying ***Schedule A, Summary of 2025 Budget Adjustments by Fund*** and ***Schedule C, Summary of 2026 Budget Adjustments by Fund***. The purpose of this budget amendment is to:

1. Adjust capital project budgets; and
2. Recognize grant awards and their associated expenditures, and adjust estimated amounts to awarded amounts when necessary; and
3. Adjust operational expenditures; and
4. Authorize one new full-time employee (FTE).

Net Effects on Fund Balance: The fund balance (or ending working capital for proprietary funds) of a fund is affected when revenues and expenditures within a fund are not equal. If revenues exceed expenditures, fund balance increases; if expenditures exceed revenues, fund balance decreases. Budget Amendment No. 2 has the following effects on fund balance by fund type:

• General Fund (Fund 001)	\$	-113,541
• Special Revenue Funds (Funds 1*)		-115,000
NET EFFECT ON FUND BALANCE	\$	-228,541

Adjust capital project budgets: These requests represent changes to project budgets to align with updated timelines and project scopes in accordance with strategic planning. In the current budget amendment, all requests are either a recognition of additional third-party payments and their associated expenditures, or a true-up of expected revenues and their associated expenditures. As such there is a net zero effect on fund balance. Shown below is the additional expenditure authority requested, which in each case is offset by a corresponding adjustment to revenue:

• C Street Phase 2 Mitigation Payment (cp2425) ¹	\$ 277,000
• Joint Utility Trenching Payments (cp2321) ²	156,300
• DWSRF Loan True-up (cp1603)	62,334
• Other Adjustments	32,474
NEW EXPENDITURE AUTHORITY	\$ 528,108
NET EFFECT ON FUND BALANCE	\$ 0

Grant awards and adjustments: These requests recognize the receipt of new grants not previously budgeted, as well as true-ups of previously approved grant budgets to award amounts, and to authorize their associated expenditures. As such, there is a net zero effect on fund balance for these requests. What is shown below is the additional expenditure authority requested, which in each case is offset by a corresponding adjustment to revenue. These adjustments include:

• State Freight Mobility Strategic Investment Board grant (cp2311) ³	\$ 700,000
• Washington State Dept of Transportation Grant true-up (cp1622)	93,662
• Heritage Grant true-up (cp1612)	47,241
• Other grants (three total) ⁴	27,000
NEW EXPENDITURE AUTHORITY	\$ 867,903
NET EFFECT ON FUND BALANCE	\$ 0

Adjust Operating Budget: These requests represent changes to the operating budget due to revisions of existing budget authority and requests for new budget authority. What is shown below is the additional expenditure authority requested, which in most cases is offset by revenues. The net effect on fund balance across all funds due to these proposed adjustments is **-\$130,000**.

• LTAC – Pacific Raceways Sponsorship ⁵	\$ 115,000
• WASPC Accreditation reimbursement	43,480
• Recreation program funding	33,000
• Traffic signal repair consulting	20,000
• SSHA3P member dues ⁵	15,000
NEW EXPENDITURE AUTHORITY	\$ 226,480
NET EFFECT ON FUND BALANCE	\$ -130,000

¹ Pursuant to the mitigation agreement in its mining permit, ICON Materials is contributing towards paving of ICON haul routes throughout the City.

² During project design, non-City utilities were required to relocate from poles in the alley between 1st St NE and E Main Street. The utilities have agreed to reimburse the City for the cost of constructing a joint utility trench.

³ New grant funding for costs above the original design estimate due to WA Dept of Fish and Wildlife requirements.

⁴ True-up Police ICAC (Internet Crimes Against Children) grant, \$10,000; new award of King County Get Active, Stay Active grant, \$9,000; true up WSDOT grant for City Safety Pedestrian Crossing (cp2309), \$8,000.

⁵ These requests have effects on fund balance: LTAC sponsorship (-115,000); SSHA3P dues (-15,000). No other requests in this category affect fund balance.

New Positions: These requests represent the authorization of new positions in the City. What is shown below is the additional expenditure authority requested for these positions. The net effect on fund balance across all funds due to these proposed adjustments is **-\$98,542**, which includes:

• Cascade Bike Club grant (includes LTE position) ⁶	\$ 213,033
• Court and Probation Services Administrator (1.0 FTE) ⁷	90,406
• Communications part-time temporary employee	<u>25,272</u>
NEW EXPENDITURE AUTHORITY	\$ 327,711
NET EFFECT ON FUND BALANCE	\$ -98,542

New Position Request with 2026 Effect Only: All previous requests are effective as of 2025, many with follow-on effects in 2026. The following request only affects the 2026 budget and has no effect in 2025.

• Part-time Museum Educational Assistant (grant-funded) ⁸	\$ 33,300
NEW EXPENDITURE AUTHORITY	\$ 33,300
NET EFFECT ON FUND BALANCE	\$ 0

The following tables summarize the current and revised budget as a result of this amendment.

Table 1: 2025 Budget as Amended

2025 Amended Budget	\$ 615,185,218
Budget Amendment #2 (Ord #6991)	<u>1,721,659</u>
Budget as Amended	\$ 616,906,877

Table 2: 2026 Budget as Amended

2026 Amended Budget	\$ 451,067,239
Budget Amendment #2 (Ord #6991)	<u>-112,933</u>
Budget as Amended	\$ 450,954,306

Attachments:

- ❖ 1. Proposed Ordinance #6991 (budget adjustment #2)
- ❖ 2. Summary of proposed 2025 budget adjustments by fund and department (Schedule A)
- ❖ 3. Summary of proposed changes to the amended 2025 budget by fund (Schedule B)
- ❖ 4. Summary of proposed 2026 budget adjustments by fund and department (Schedule C)
- ❖ 5. Summary of proposed changes to the amended 2026 budget by fund (Schedule D)

⁶ Grant accepted in Resolution 5841. LTE position is a continuation of the position created with the grant funding.

⁷ This request assumes a hiring date of September 1, 2025.

⁸ This position is fully funded by a grant from the White River Valley Historical Society.

Schedule A
Summary of 2025 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
General Fund (#001)				
2025 Adopted Budget	38,910,092	103,396,310	109,147,872	33,158,530
Previous Budget Amendments	22,033,911	2,535,849	10,499,318	14,070,442
2025 Amended Budget	60,944,003	105,932,159	119,647,190	47,228,972
BA#2 (Ordinance #6991, Proposed):	-	327,513	441,054	(113,541)
Mayor/Council				
Communications Part-Time Employee Request	-	-	12,635	(12,635)
Municipal Court				
Court & Probation Services Administrator	-	-	85,906	(85,906)
Community Development				
SSHA3P Professional Services – 2024 Carry Forward	-	-	15,000	(15,000)
Police				
Accreditation Award reimbursement	-	43,480	43,480	-
pd2503 True-up ICAC Grant	-	10,000	10,000	-
Public Works				
Signal Repair Consulting	-	20,000	20,000	-
Parks, Arts & Rec				
Recreation Program Funding	-	33,000	33,000	-
gr2503 Cascade Bike WSDOT Grnt	-	212,033	212,033	-
gr2504 KC Grant Summer Ride	-	9,000	9,000	-
Revised 2025 Budget - Fund 001	60,944,003	106,259,672	120,088,244	47,115,431
General Transportation Fund (#102)				
2025 Adopted Budget	5,721,099	16,841,954	17,394,289	5,168,764
Previous Budget Amendments	5,665,221	22,889,568	30,110,154	(1,555,365)
2025 Amended Budget	11,386,320	39,731,522	47,504,443	3,613,399
BA#2 (Ordinance #6991, Proposed):	-	1,070,662	1,070,662	-
CP1622 WSDOT Grant True-up	-	93,662	93,662	-
CP2311 FMSIB WSDOT Grant EVH	-	700,000	700,000	-
C St Ph2 ICON Mitigation Pymt	-	277,000	277,000	-
Revised 2025 Budget - Fund 102	11,386,320	40,802,184	48,575,105	3,613,399

Schedule A
Summary of 2025 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Hotel/Motel Tax Fund (#104)				
2025 Adopted Budget	483,780	171,000	177,100	477,680
Previous Budget Amendments	(13,549)	-	27,450	(40,999)
2025 Amended Budget	470,231	171,000	204,550	436,681
BA#2 (Ordinance #6991, Proposed):	-	-	115,000	(115,000)
LTAC – Pacific Raceways Sponsorship	-	-	115,000	(115,000)
Revised 2025 Budget - Fund 104	470,231	171,000	319,550	321,681
Capital Improvements Fund (#328)				
2025 Adopted Budget	1,541,064	8,195,500	8,175,000	1,561,564
Previous Budget Amendments	22,569,620	21,849,354	40,894,653	3,524,321
2025 Amended Budget	24,110,684	30,044,854	49,069,653	5,085,885
BA#2 (Ordinance #6991, Proposed):	-	55,241	55,241	-
CP1612 True-up Heritage Grant	-	47,241	47,241	-
CP2309 WSDOT Grant True-up	-	8,000	8,000	-
Revised 2025 Budget - Fund 328	24,110,684	30,100,095	49,124,894	5,085,885
Local Revitalization Fund (#330)				
2025 Adopted Budget	16,333	1,001,000	1,000,000	17,333
Previous Budget Amendments	351,676	2,329,342	2,651,014	30,004
2025 Amended Budget	368,009	3,330,342	3,651,014	47,337
BA#2 (Ordinance #6991, Proposed):	-	156,300	156,300	-
D/T Infrast Imprv – JUT Pymts	-	156,300	156,300	-
Revised 2025 Budget - Fund 330	368,009	3,486,642	3,807,314	47,337

Schedule A
Summary of 2025 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Water Fund (#430)				
2025 Adopted Budget	5,361,267	20,710,000	22,689,605	3,381,662
Previous Budget Amendments	16,342,581	3,270,799	14,578,929	5,034,451
2025 Amended Budget	21,703,848	23,980,799	37,268,534	8,416,113
BA#2 (Ordinance #6991, Proposed):	-	71,922	71,922	-
CP1603 DWRF Loan True-up	-	62,334	62,334	-
CP1603 PIVETTA REFUND 2024	-	9,588	9,588	-
Revised 2025 Budget - Fund 430	21,703,848	24,052,721	37,340,456	8,416,113
Airport Fund (#435)				
2025 Adopted Budget	1,692,950	2,319,760	2,602,859	1,409,851
Previous Budget Amendments	233,793	1,070,635	1,375,915	(71,487)
2025 Amended Budget	1,926,743	3,390,395	3,978,774	1,338,364
BA#2 (Ordinance #6991, Proposed):	-	22,886	22,886	-
CP2213 Tucci & Son Refund 2024	-	22,886	22,886	-
Revised 2025 Budget - Fund 435	1,926,743	3,413,281	4,001,660	1,338,364
Innovation & Technology Fund (#518)				
2025 Adopted Budget	2,535,458	9,242,800	9,046,689	2,731,569
Previous Budget Amendments	896,743	2,505,600	3,468,697	(66,354)
2025 Amended Budget	3,432,201	11,748,400	12,515,386	2,665,215
BA#2 (Ordinance #6991, Proposed):	-	17,135	17,135	-
Communications Part-Time Employee Request	-	12,635	12,635	-
Court & Probation Services Administrator	-	4,500	4,500	-
Revised 2025 Budget - Fund 518	3,432,201	11,765,535	12,532,521	2,665,215

Schedule A
Summary of 2025 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Grand Total - All Funds				
2025 Adopted Budget	159,056,171	273,573,960	291,103,958	141,526,173
Previous Budget Amendments	102,582,206	79,972,881	154,249,307	28,305,780
2025 Amended Budget	261,638,377	353,546,841	445,353,265	169,831,953
Total BA#2 (Ordinance #6991, Proposed):	-	1,721,659	1,950,200	(228,541)
Revised 2025 Budget	261,638,377	355,268,500	447,303,465	169,603,412
		616,906,877		616,906,877

Schedule B
2025 Ending Fund Balance/Working Capital
by Fund

Fund	2025 Amended Beginning Balance	2025 Amended Ending Balance	BA#2 (ORD #6991) Revenues	BA#2 (ORD #6991) Expenditures	BA#2 (ORD #6991) Net Change in Fund Balance	Revised Ending Balance
General Fund (#001)	60,944,003	47,228,972	327,513	441,054	(113,541)	47,115,431
General Transportation Fund (#102)	11,386,320	3,613,399	1,070,662	1,070,662	-	3,613,399
Hotel/Motel Tax Fund (#104)	470,231	436,681	-	115,000	(115,000)	321,681
Arterial Street Preservation Fund (#105)	5,519,945	5,123,346	-	-	-	5,123,346
American Rescue Plan Act Fund (#106)	-	-	-	-	-	-
Drug Forfeiture Fund (#117)	888,582	725,649	-	-	-	725,649
Recreation Trails Fund (#120)	53,723	61,223	-	-	-	61,223
BIA Fund (#121)	-	-	-	-	-	-
Cumulative Reserve Fund (#122)	33,434,636	26,992,492	-	-	-	26,992,492
Mitigation Fees Fund (#124)	16,082,277	4,262,088	-	-	-	4,262,088
2020 LTGO A&B Refunding Bonds Fund (#232)	476,000	476,100	-	-	-	476,100
SCORE Debt Service Fund (#238)	-	-	-	-	-	-
LID Guarantee Fund (#249)	-	-	-	-	-	-
Golf/Cemetery 2016 Refunding Fund (#276)	-	-	-	-	-	-
Parks Construction Fund (#321)	751,444	566,475	-	-	-	566,475
Capital Improvements Fund (#328)	24,110,684	5,085,885	55,241	55,241	-	5,085,885
Local Revitalization Fund (#330)	368,009	47,337	156,300	156,300	-	47,337
Real Estate Excise Tax Fund (#331)	-	10,940,954	-	-	-	10,940,954
Water Fund (#430)	21,703,848	8,416,113	71,922	71,922	-	8,416,113
Sewer Fund (#431)	31,021,956	17,784,287	-	-	-	17,784,287
Storm Drainage Fund (#432)	23,011,582	9,279,829	-	-	-	9,279,829
Sewer Metro Sub Fund (#433)	4,879,211	4,918,211	-	-	-	4,918,211
Solid Waste Fund (#434)	1,816,469	2,282,491	-	-	-	2,282,491
Airport Fund (#435)	1,926,743	1,338,364	22,886	22,886	-	1,338,364
Cemetery Fund (#436)	1,588,649	1,024,921	-	-	-	1,024,921
Insurance Fund (#501)	1,313,034	1,150,034	-	-	-	1,150,034
Workers' Comp Fund (#503)	3,889,479	3,964,579	-	-	-	3,964,579
Facilities Fund (#505)	118,406	17,665	-	-	-	17,665
Innovation & Technology Fund (#518)	3,432,201	2,665,215	17,135	17,135	-	2,665,215
Equipment Rental Fund (#550)	8,070,671	6,999,309	-	-	-	6,999,309
Fire Pension Fund (#611)	1,839,705	1,799,765	-	-	-	1,799,765
Cemetery Endowment Fund (#701)	2,540,569	2,630,569	-	-	-	2,630,569

Schedule C
Summary of 2026 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
General Fund (#001)				
2026 Adopted Budget	33,158,530	106,950,907	114,023,485	26,085,952
Previous Budget Amendments	14,070,442	296,333	230,029	14,136,746
2026 Amended Budget	47,228,972	107,247,240	114,253,514	40,222,698
BA#2 (Ordinance #6991, Proposed):	(113,541)	78,300	373,771	(409,012)
Mayor/Council				
Communications Part-Time Employee Request	(12,635)	-	37,308	(49,943)
Municipal Court				
Court & Probation Services Administrator	(85,906)	-	258,163	(344,069)
Community Development				
SSHA3P Professional Services – 2024 Carry Forward	(15,000)	-	-	(15,000)
Parks, Arts & Rec				
Recreation Program Funding	-	45,000	45,000	-
gr2502 Historical Society Grt	-	33,300	33,300	-
Revised 2026 Budget - Fund 001	47,115,431	107,325,540	114,627,285	39,813,686
Hotel/Motel Tax Fund (#104)				
2026 Adopted Budget	477,680	178,500	177,100	479,080
Previous Budget Amendments	(40,999)	-	-	(40,999)
2026 Amended Budget	436,681	178,500	177,100	438,081
BA#2 (Ordinance #6991, Proposed):	(115,000)	-	-	(115,000)
LTAC – Pacific Raceways Sponsorship	(115,000)	-	-	(115,000)
Revised 2026 Budget - Fund 104	321,681	178,500	177,100	323,081

Schedule C
Summary of 2026 Budget Adjustments by Fund
Budget Amendment #2 (Ordinance #6991)

	<u>Beg. Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Innovation & Technology Fund (#518)				
2026 Adopted Budget	2,731,569	9,455,300	9,246,580	2,940,289
Previous Budget Amendments	(66,354)	-	-	(66,354)
2026 Amended Budget	2,665,215	9,455,300	9,246,580	2,873,935
BA#2 (Ordinance #6991, Proposed):	-	37,308	37,308	-
Communications Part-Time Employee Request	-	37,308	37,308	-
Revised 2026 Budget - Fund 518	2,665,215	9,492,608	9,283,888	2,873,935
Grand Total - All Funds				
2026 Adopted Budget	141,526,173	280,938,953	289,766,103	132,699,023
Previous Budget Amendments	28,305,780	296,333	230,029	28,372,084
2026 Amended Budget	169,831,953	281,235,286	289,996,132	161,071,107
Total BA#2 (Ordinance #6991, Proposed):	(228,541)	115,608	411,079	(524,012)
Revised 2026 Budget	169,603,412	281,350,894	290,407,211	160,547,095
		450,954,306		450,954,306

Schedule D
2026 Ending Fund Balance/Working Capital
by Fund

Fund	2026 Amended Beginning Balance	2026 Amended Ending Balance	BA#2 (ORD #6991) Revenues	BA#2 (ORD #6991) Expenditures	BA#2 (ORD #6991) Net Change in Fund Balance	Revised Ending Balance
General Fund (#001)	47,228,972	40,222,698	(35,241)	373,771	(409,012)	39,813,686
General Transportation Fund (#102)	3,613,399	5,054,072	-	-	-	5,054,072
Hotel/Motel Tax Fund (#104)	436,681	438,081	(115,000)	-	(115,000)	323,081
Arterial Street Preservation Fund (#105)	5,123,346	5,105,346	-	-	-	5,105,346
American Rescue Plan Act Fund (#106)	-	-	-	-	-	-
Drug Forfeiture Fund (#117)	725,649	580,863	-	-	-	580,863
Recreation Trails Fund (#120)	61,223	68,723	-	-	-	68,723
BIA Fund (#121)	-	-	-	-	-	-
Cumulative Reserve Fund (#122)	26,992,492	26,246,892	-	-	-	26,246,892
Mitigation Fees Fund (#124)	4,262,088	2,704,615	-	-	-	2,704,615
2020 LTGO A&B Refunding Bonds Fund (#232)	476,100	476,200	-	-	-	476,200
SCORE Debt Service Fund (#238)	-	-	-	-	-	-
LID Guarantee Fund (#249)	-	-	-	-	-	-
Golf/Cemetery 2016 Refunding Fund (#276)	-	-	-	-	-	-
Parks Construction Fund (#321)	566,475	592,775	-	-	-	592,775
Capital Improvements Fund (#328)	5,085,885	5,106,385	-	-	-	5,106,385
Local Revitalization Fund (#330)	47,337	48,337	-	-	-	48,337
Real Estate Excise Tax Fund (#331)	10,940,954	11,211,254	-	-	-	11,211,254
Water Fund (#430)	8,416,113	7,329,442	-	-	-	7,329,442
Sewer Fund (#431)	17,784,287	16,864,059	-	-	-	16,864,059
Storm Drainage Fund (#432)	9,279,829	8,007,955	-	-	-	8,007,955
Sewer Metro Sub Fund (#433)	4,918,211	4,961,211	-	-	-	4,961,211
Solid Waste Fund (#434)	2,282,491	3,108,961	-	-	-	3,108,961
Airport Fund (#435)	1,338,364	877,739	-	-	-	877,739
Cemetery Fund (#436)	1,024,921	623,480	-	-	-	623,480
Insurance Fund (#501)	1,150,034	987,534	-	-	-	987,534
Workers' Comp Fund (#503)	3,964,579	4,129,479	-	-	-	4,129,479
Facilities Fund (#505)	17,665	2,706	-	-	-	2,706
Innovation & Technology Fund (#518)	2,665,215	2,873,935	37,308	37,308	-	2,873,935
Equipment Rental Fund (#550)	6,999,309	8,959,371	-	-	-	8,959,371
Fire Pension Fund (#611)	1,799,765	1,768,425	-	-	-	1,768,425
Cemetery Endowment Fund (#701)	2,630,569	2,720,569	-	-	-	2,720,569

2025/2026 Budget Amendment #2

CITY COUNCIL STUDY SESSION

JULY 28, 2025

Budget Adjustment #2

Types of Adjustments

1. New programs with new offsetting revenue
2. New Programs
3. Capital Project Adjustments

General Fund – Summary of Changes

1. \$15,000 carryforward items from 2024 (1 item)
2. \$327,513 in programs with new revenue (6 items)
3. \$98,541 in new programs (2 items)
 - Add 1.0 FTE

General Fund – Details and Fund Balance Impact

Type	Description	Department	Revenue	Expenditure	Net Impact
New Revenue	Accreditation Award Reimbursement	Police	43,480	43,480	-
New Revenue	ICAC Grant	Police	10,000	10,000	-
New Revenue	Signal Repair Consulting	Public Works	20,000	20,000	-
New Revenue	Recreation Funding	Parks, Art and Recreation	33,000	33,000	-
New Revenue	Cascade Bike WSDOT Grant	Parks, Art and Recreation	212,033	212,033	-
New Revenue	KC Summer Ride Grant	Parks, Art and Recreation	9,000	9,000	-
New Program	Communications Temp Employee	Mayor/Council	-	12,635	(12,635)
New Program	Court and Probation Services Admin	Municipal Court	-	85,906	(85,906)
Carry Forward	SSHA3P Professional Services	Community Development	-	15,000	(15,000)
Total General Fund Adjustments			\$ 327,513	\$ 441,054	\$ (113,541)

All Other Funds - Summary of Changes

1. \$243,711 capital carryforward revenues from 2024 (6 items)
2. \$1,133,300 in programs with new revenue (3 items)
3. \$115,000 in new programs (1 items)
 - Items are one-time

All Other Funds – Detailed Requests

Type	Description	Fund	Revenue	Expenditure	Net Impact
Capital Carryforward	WSDOT Grant Hemlock St SE to Poplar	General Transportation	93,662	93,662	-
Capital Carryforward	Historical Society Grant	Capital Improvements	47,241	47,241	-
Capital Carryforward	WSDOT City Safety Pedestrian Crossing	Capital Improvements	8,000	8,000	-
Capital Carryforward	WSDOH Drinking Water Loan	Water	62,334	62,334	-
Capital Carryforward	Pivetta Refund	Water	9,588	9,588	-
Capital Carryforward	Tucci and Sons Refund	Airport	22,886	22,886	-
New Program	LTAC Grant - Pacific Raceways	Hotel/Motel Tax	-	115,000	(115,000)
New Program	Temporary Communications Employee	IT	12,635	12,635	-
New Program	Court and Probation Services Administrator	IT	4,500	4,500	-
New Revenue	WSDOT Grant for East Valley Hwy Widening	General Transportation	700,000	700,000	-
New Revenue	ICON Mitigation	General Transportation	277,000	277,000	-
New Revenue	Joint Utility Payments - Downtown Infrastructure	Local Revitalization	\$ 156,300	\$ 156,300	\$ -
Total Adjustments - All Other Funds			\$ 1,394,146	\$ 1,509,146	\$ (115,000)

Next Steps:

August 4, 2025

- Adopt BA#2