

**City Council
Study Session
PW & CD Special Focus Area
September 22, 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, September 22, 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: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/85470454107>

ROLL CALL

AGENDA MODIFICATIONS

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

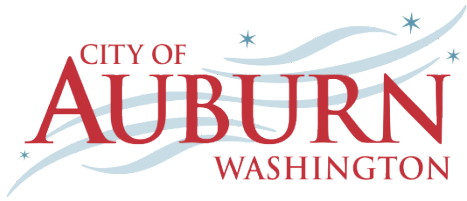
- A. 2025 Downtown Auburn Cooperative Update (Krum) (15 Minutes)
A presentation by the Downtown Auburn Cooperative to summarize 2025 accomplishments and upcoming items anticipated through the end of this year
- B. Capital Projects Status Update and Featured Capital Projects (Gaub) (20 Minutes)
Auburn Ave. Theater Replacement Project, Downtown Park, and Theater & Park Artwork
- C. Ordinance No. 6982 (Krum) (20 Minutes)
An Ordinance amending Chapters 14.03 and 18.60 of the Auburn City Code relating to Home Occupations
- D. Ordinance No. 7001 (Krum) (10 Minutes)
An Ordinance amending Sections 15.20.020, 15.20.030, 15.20.040, 15.20.050, 15.20.60, and 15.20.070 of the Auburn City Code relating to the International Property Maintenance Code

AGENDA ITEMS FOR COUNCIL DISCUSSION

- A. Ordinance No. 7002 (Whalen/Martinson) (30 Minutes)
An Ordinance establishing a Municipal Court, and adding Chapter 2.14 of the Auburn City Code

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:

2025 Downtown Auburn Cooperative Update (Krum) (15 Minutes)
A presentation by the Downtown Auburn Cooperative to summarize 2025 accomplishments and upcoming items anticipated through the end of this year

Meeting Date:

September 22, 2025

Department:

Community Development

Attachments:

Presentation

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Downtown Auburn Cooperative Executive Board Members will present an update on items and areas of focus worked on throughout this year. The presentation will focus on the accomplishments to date and a look forward to the rest of 2025.

Councilmember: Tracy Taylor

Staff: Jason Krum

Downtown Auburn Cooperative 2025



#buylocalshoplocal

#destinationdowntownauburn

#downtownauburncooperative





Board of Directors

- Cheryl Rakes, Executive Director
- Stephanie Cox, President, (Children's Dance Theater)
- Chantal Banks, Co-Vice President, (resident of Trek apartments)
- Stacy Bonaparte, Co-Vice President, (John L Scott)
- Jordan Yada, Treasurer (Heritage Bank)
- Kelly Murray, Secretary, (Auburn School District)
- Diane Maranda, (Trillium Employment)
- Vance Olson, (SEA AXE)
- Shari Nirschl, (Bubbles and Beauty Boutique)
- Kristina Driessen (A ST Legal)

What is the purpose of the Downtown Auburn Cooperative?



How are the Downtown Auburn Cooperative and the BIA connected?

The DAC is contracted with the BIA and City of Auburn to support businesses. The DAC enhances the downtown area with beautification projects and coordinating community events.



If you are a member of the BIA, you are automatically a member of the DAC. Businesses outside BIA boundaries can join for a fee.



The DAC works with the BIA and City of Auburn to support and complement various goals and projects.



The DAC works with the BIA and City of Auburn to preserve and revitalize the downtown area.

Meeting Times

All DAC meetings are open to the public

The regular DAC board meeting takes place on the third Tuesday of each month. The meetings are held at 10am in the Downtown Auburn Cooperative office located at 262 E Mainstreet.

Our Mix & Mingles are held on the third Thursday of each month from 5-7 PM at various businesses. Please watch our Facebook page and our website for more details.

For our committee schedule, please call us at (253) 368-6838 if you are interested in attending.

Past and Upcoming Events in 2025

St Patrick's Pub Crawl

Easter Pictures

Clean Sweep

Petpalooza

Kids Art Walk with
Washington
Elementary

Party in the Plaza June

Party in the Plaza July

Party in the Plaza
August

National Night Out

City of Pacific Days

ASD Back to School
Events

Zombie Pub Crawl
(October)

Giving Wreaths with
the Senior
Center (November)

Christmas Pictures
(December)

Ugly Sweater Pub
Crawl (December)

Santa Parade
(December)

Historic Downtown
Walks (every Friday, 8
am to 9 am from June
to September)

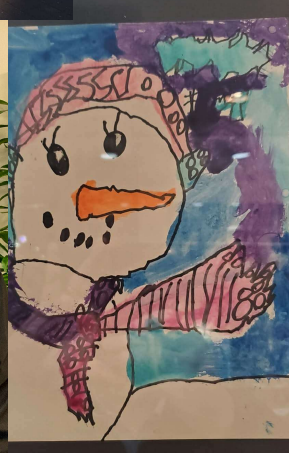
West Auburn High
School Senior Pictures



2025 Mix and Mingles



- Feb-Alpine Ridge Insurance
- March- Children's Dance Theater
- April- Time Pass Escape Room
- May- Wafd Bank
- June- PNW Coffee
- July – DAC Office
- Aug-Mando's Disc Golf
- Sept-The Resort Medspa & Wellness
- Oct- Trillium
- Nov-Pie Style (hopefully)
- Dec- Rail Hop'n Brewery



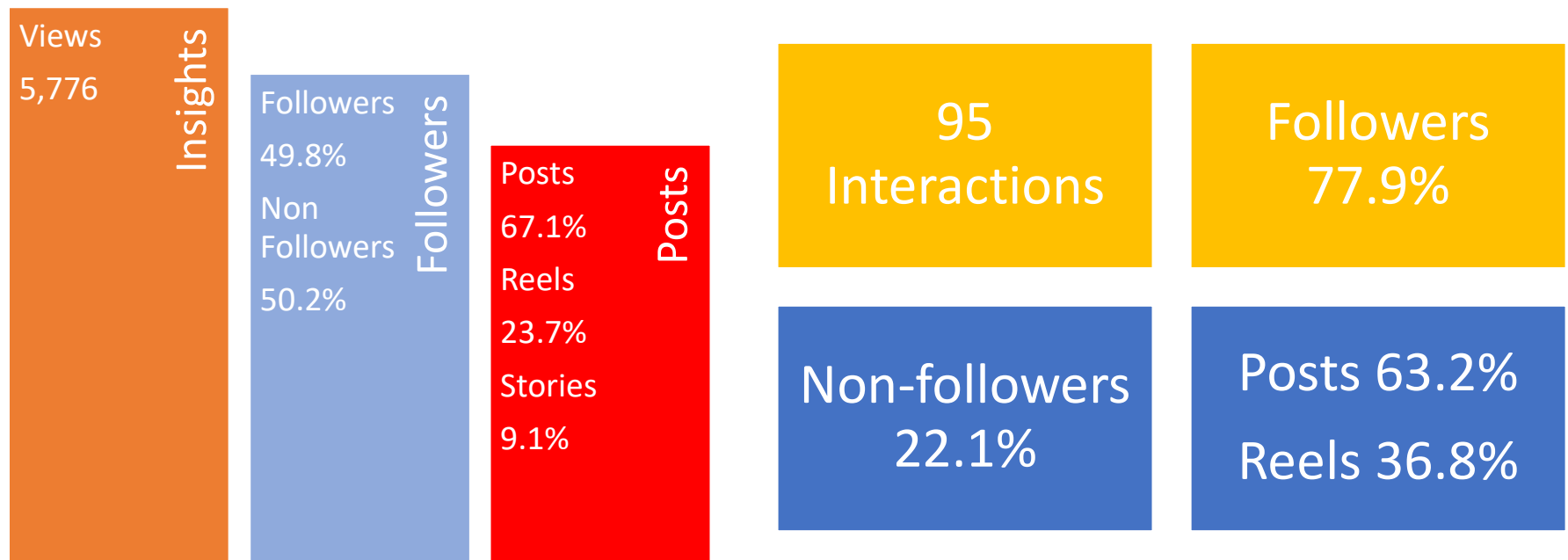
Special Projects that we are looking at doing in the BIA this next year. More murals, benches, custom bike racks

The DAC Design team has been working with the BIA and City of Auburn to get bike racks placed. We were waiting until Mainstreet was opened.



Instagram

We just started using Instagram



Facebook

Views 225.9 k

Reach 59.6 K

Content Interaction 2.3 k

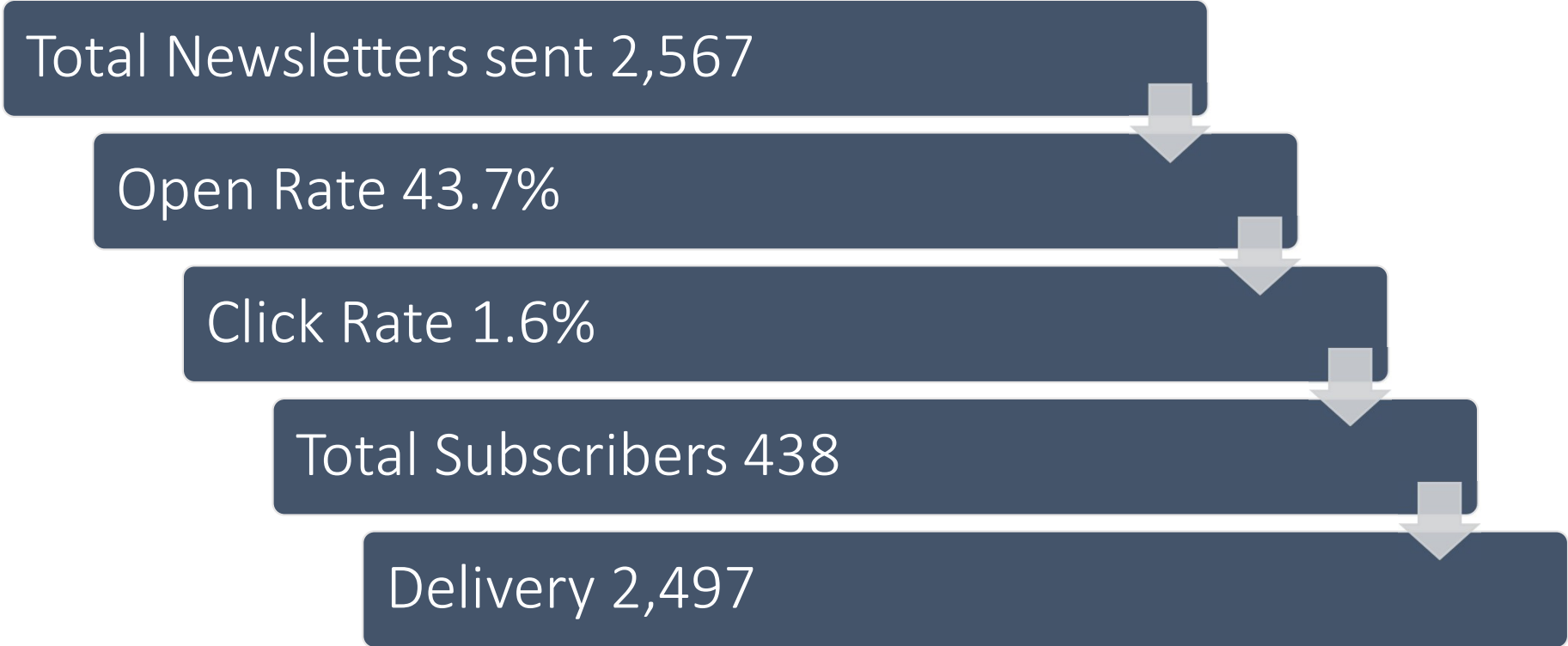
Total Followers 3,243k

Top Cities Auburn Seattle Kent Bonney Lake

Top Countries United States 99.1%

Mail Chimp (Newsletter)

Total Newsletters sent 2,567



```
graph TD; A[Total Newsletters sent 2,567] --> B[Open Rate 43.7%]; B --> C[Click Rate 1.6%]; C --> D[Total Subscribers 438]; D --> E[Delivery 2,497]
```

Open Rate 43.7%

Click Rate 1.6%

Total Subscribers 438

Delivery 2,497

The webpage is on GoDaddy

Site Visitors 5,188

Social Views 18,304

Performance

86 %

We are all about our Volunteers!

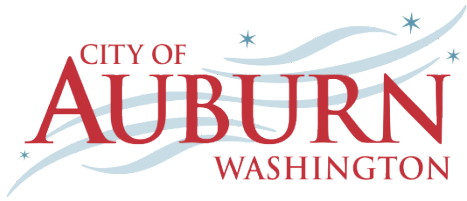
- The Downtown Auburn Cooperative is always looking for volunteers. We have logged more than 1000 hours of volunteer help
- We have many opportunities to Volunteer.
- Volunteers help at our Events in a variety of ways
- One of our four committees (Promotion, Outreach, Economic Vitality, and Design) where you get to make real decisions about downtown
- Volunteer help in the office
- If you are interested, please contact us at info@downtownauburncooperative.org

Thank you

This has been a challenging year with Mainstreet closed. We were able to pivot and do more community events. It all turned out rewarding. We are glad our Mainstreet is open now and we can get back to planning again.



Duke - *The downtown dog!*
Find him in Downtown Auburn



AGENDA BILL APPROVAL FORM

Agenda Subject:

Capital Projects Status Update and Featured Capital Projects (Gaub) (20 Minutes)
Auburn Ave. Theater Replacement Project, Downtown Park, and Theater & Park Artwork

Meeting Date:

September 22, 2025

Department:

Public Works

Attachments:

Presentation, Capital Projects
Status 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 to present the following feature Capital Projects: Auburn Ave. Theater Replacement, Downtown Park, and Theater & Park Artwork.

Engineering Services is currently managing 43 projects, totaling approximately \$141.9 million in total project costs. Of these projects, 25 are in design and 18 are under construction.

Councilmember: Tracy Taylor

Staff: Ingrid Gaub

ENGINEERING SERVICES
CAPITAL PROJECT STATUS REPORT
&
FEATURE PROJECTS

MATT LARSON

CITY COUNCIL STUDY SESSION
SEPTEMBER 22, 2025

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

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

CAPITAL PROJECTS – CURRENT STATUS

43 Active Capital Projects

(Approximate total project value \$141.9 million)

- 25 in Design Phase

(Approximate total project value \$91.9 million)

- 18 in Construction Phase

(Approximate total project value \$50.0 million)

CPS REPORT

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 nearly complete with minor corrections and work remaining.	Parametrix	Northwest Cascade, Inc.
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	Construction is underway.	BCRA	Active Construction, Inc.

- Capital Project Status available online:

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

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

3

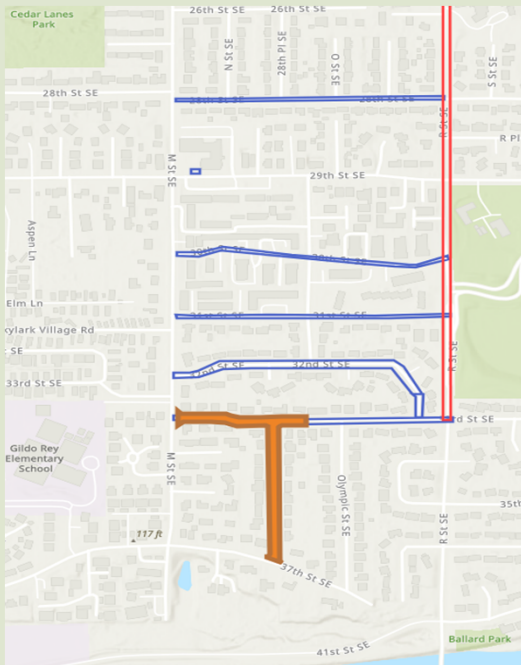
CURRENTLY IN CONSTRUCTION



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

4

CP2412 2025 LOCAL STREET PRESERVATION



Page 2 in CPS Report.

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

5

CP2321 DOWNTOWN INFRASTRUCTURE IMPROVEMENTS

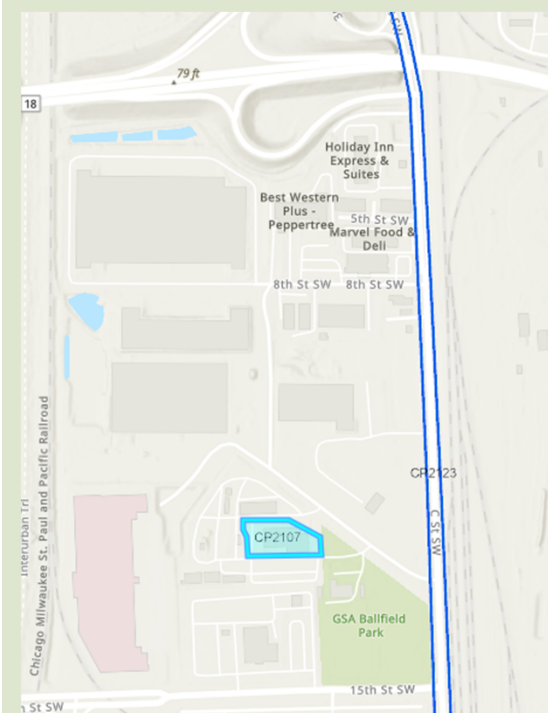


Page 4 in CPS Report.



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

CP2107 PUBLIC WORKS M&O FACILITY IMPROVEMENTS



Page 7 in CPS Report.

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

7

QUESTIONS?

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

FEATURE PROJECTS:

AUBURN AVE. THEATER REPLACEMENT PROJECT
DOWNTOWN PARK PROJECT
THEATER & PARK ARTWORK

MATT LARSON

JULIE KRUEGER, ALLISON HYDE, THANIEL GOUK

Public Works Department

Engineering Services • Airport Services • Maintenance & Operations Services

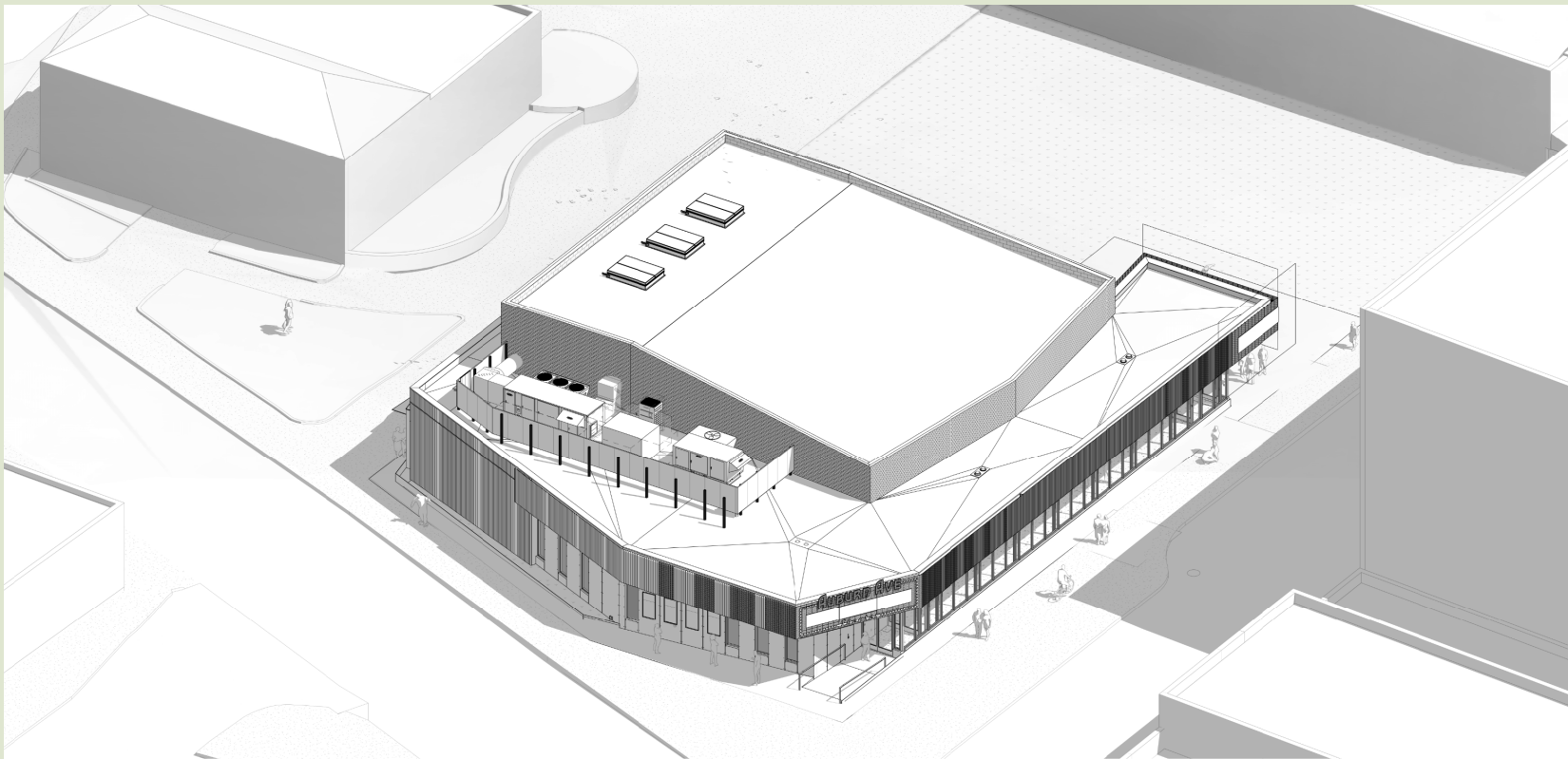
AUBURN AVE THEATER REPLACEMENT PROJECT

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

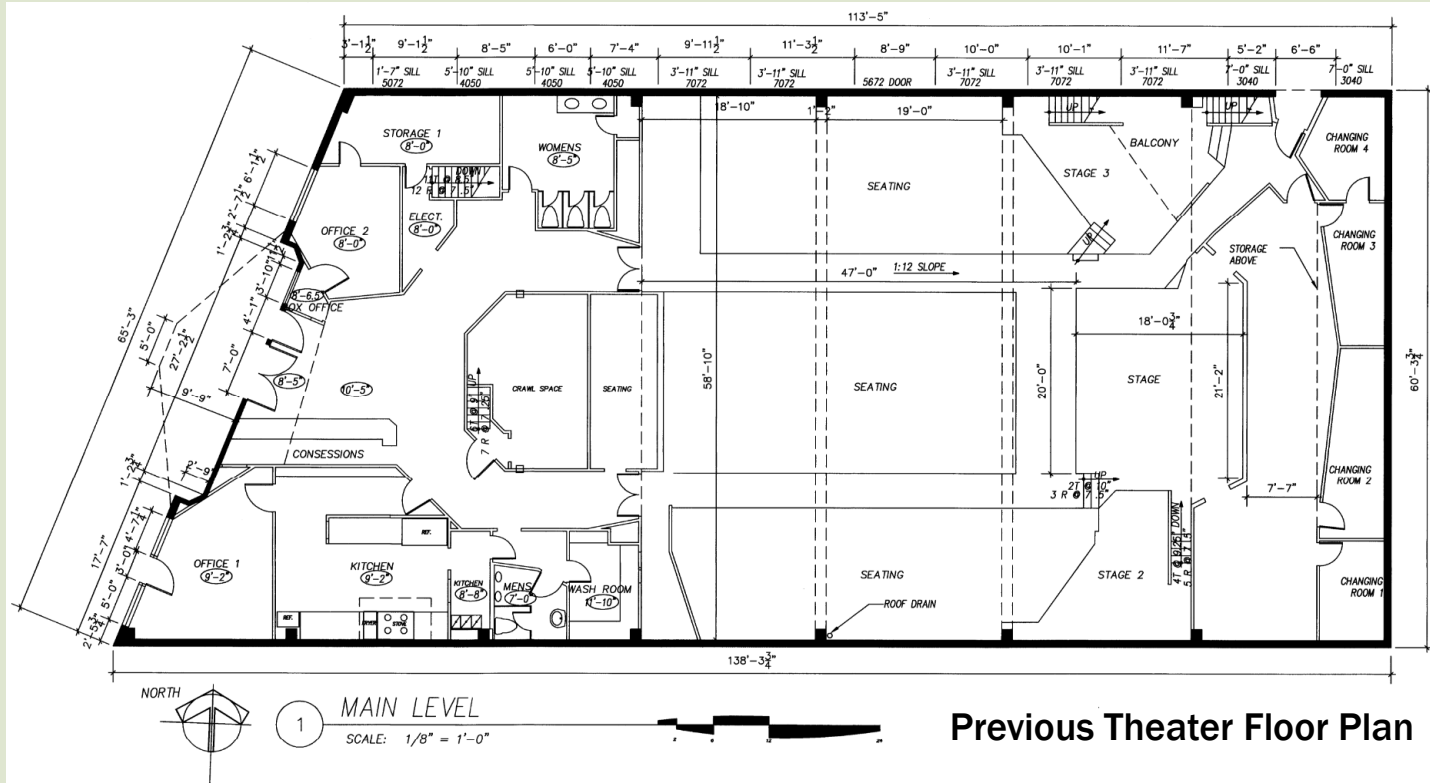
AUBURN AVE THEATER



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

11

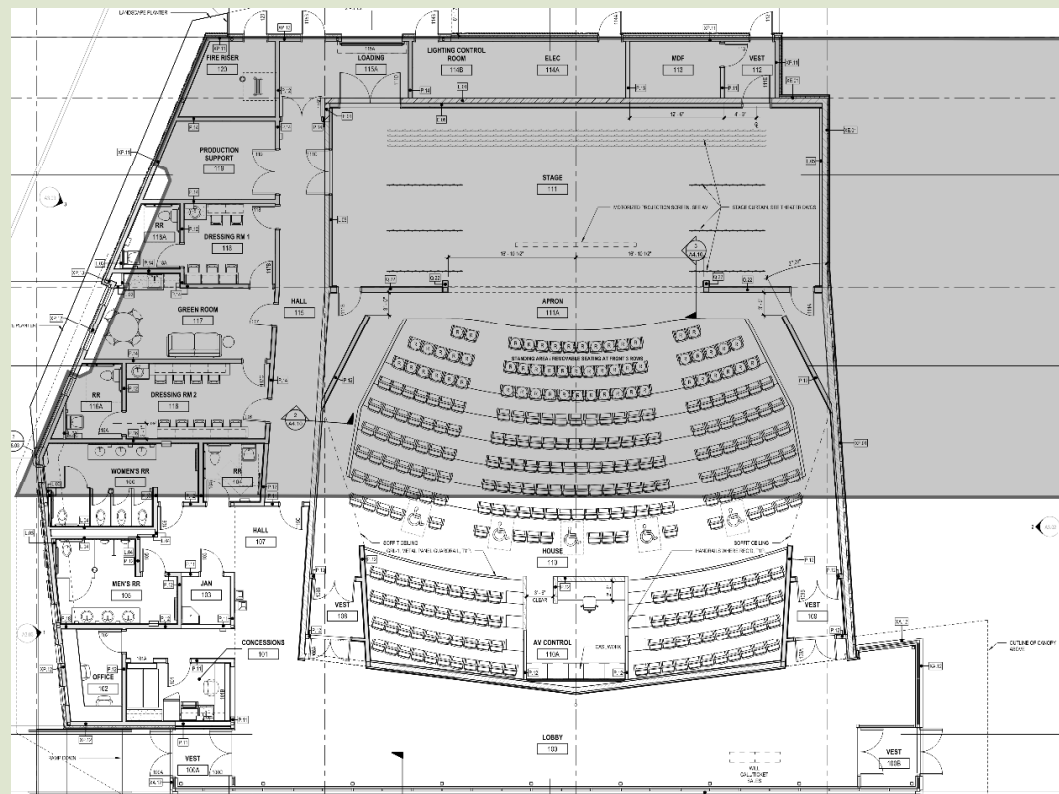
AUBURN AVE THEATER



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

AUBURN AVE THEATER

Replacement Theater Floor Plan



Footprint of
Previous Theater

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

AUBURN AVE THEATER

	Previous Theater	Replacement Theater
Year Built	1926	TBD (2026/2027)
Size (sq ft)	7600 SF (approx.)	9800 SF (approx.)
Seating	250	300
Concession Area	Limited	Yes
Green Room	None (used hallway/backstage)	Yes
Dressing Rooms	Yes (limited space, no bathrooms)	Yes (w/bathrooms)
Storage Areas	Yes (limited)	Yes
Production Support Area	None (shared use areas)	Yes

AUBURN AVE THEATER



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

15

AUBURN AVE THEATER



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

16

AUBURN AVE THEATER



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

17

AUBURN AVE THEATER

Total Project Cost: \$12.1M

Funding Sources:

Developer Contribution	\$4,000,000
Real Estate Excise Tax (REET)	\$4,000,000
Park Impact Fees	\$2,000,000
WA State Depart. Of Commerce	\$1,500,000
American Rescue Plan Act (ARPA)	\$ 600,000

*Additional grants are pending

AUBURN AVE THEATER

Recent Progress:

Design Development Package Complete

Next Milestones:

Design/Permitting

1st Qtr. 2025 to 4th Qtr. 2025

Contract Procurement

4th Qtr. 2025/1st Qtr. 2026

Construction

1st Qtr. 2026 to 2nd Qtr. 2027

DOWNTOWN PARK

AUBURN
VALUES

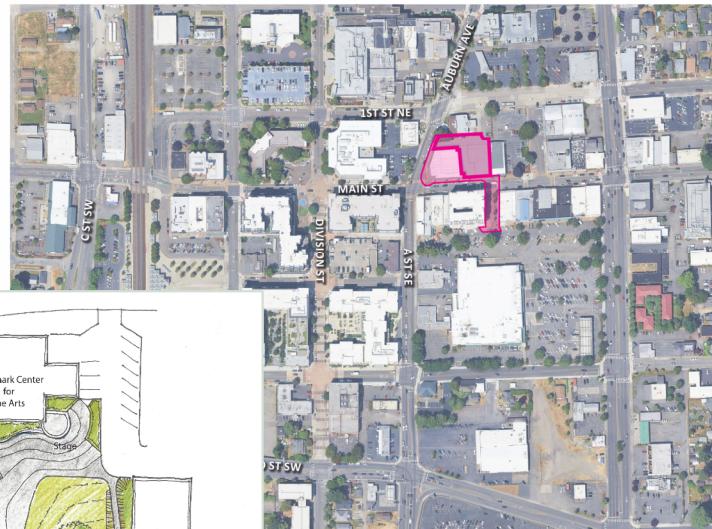
S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

20

DOWNTOWN PARK

- **Location**
 - Center of Downtown
- **Design Background**
 - Initial concept developed in 2024 with the Conservation Futures Trust Application

CONTEXT: DOWNTOWN AUBURN



AUBURN ARTS PARK - 09.15.2025 

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

DOWNTOWN PARK

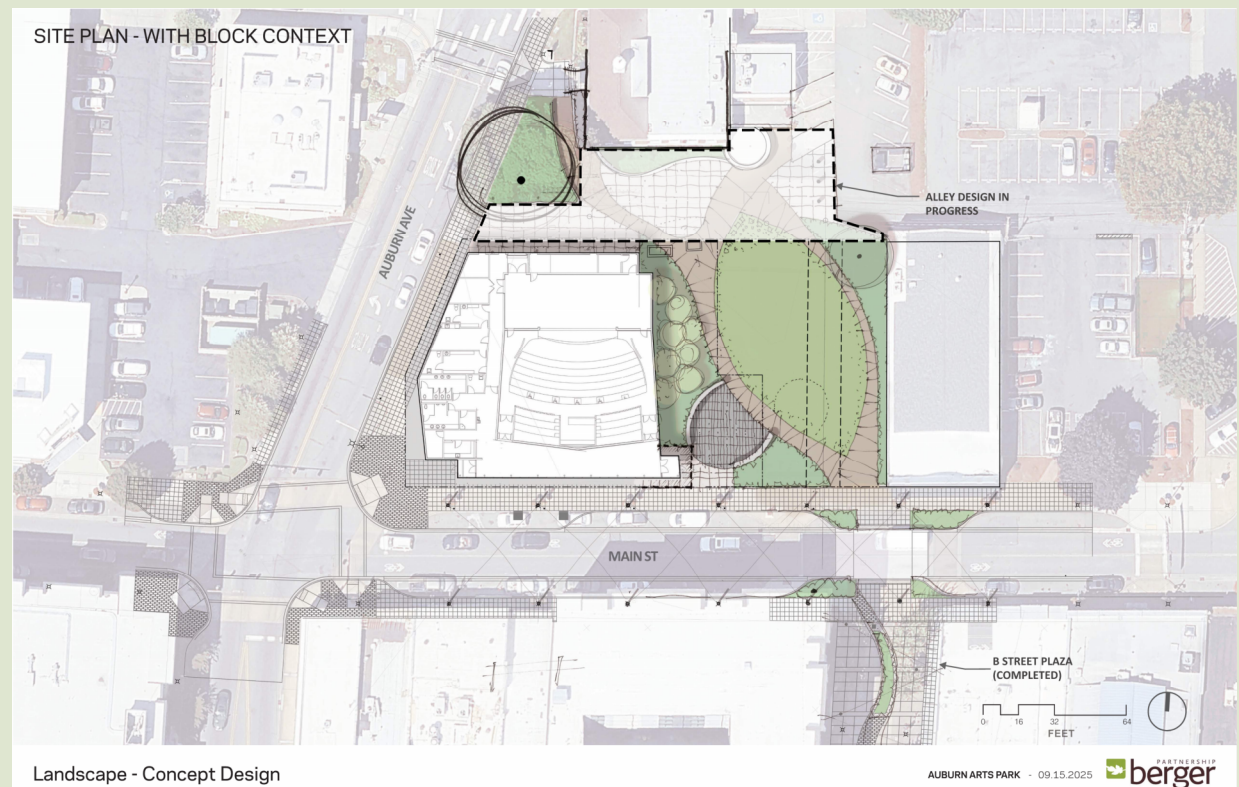
- **Background**
 - Presented to Park Board September 3rd
 - Presented to Downtown Auburn Cooperative September 16th
 - City Council September 22nd
 - Will be Included in Bid Package with the Theater project
- **Funding Sources for Park Development**
 - King County Conservation Futures (CFT) Grant – \$967,000 (\$717,000 for Acquisition, \$250,000 for Demolition)
 - State of Washington Direct Appropriation – \$250,000
 - Park Impact Fees
 - Remaining Funds from Other Downtown Projects (e.g. Postmark Alley, Downtown Plaza across from City Hall)
- **Funds Already Spent**
 - CFT Funds – Property Acquisition & Demolition (Reimbursed)



DOWNTOWN PARK

- **New Centralized Green Space/Open Space in Downtown**

- Connects Postmark, Auburn Ave Theater, Main Street, and Newly Completed B Street Plaza
- Creates Theater Plaza for east entrance of Theater and site for Public Art
- Will serve as a gathering space for general passive use; Community Events, Park Programs and more!



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

DOWNTOWN PARK

- **Western Portion of Park**
 - Includes Remaining Portion of Theater Parcel (*Outlined in Yellow*)
 - Creates gathering plaza for east entrance of Theater
 - Parcel not part of CFT area, allows for added hard surfacing
 - Includes Stormwater Facilities for Both Theater and Park



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

DOWNTOWN PARK

- **Eastern Portion of Site**
(Red Outlined Area)
 - Property / Building Purchased with CFT Grant Funds, included demolition of building
 - Parcel Requires Minimum 85% Green / Open Space
 - Deed Restrictions

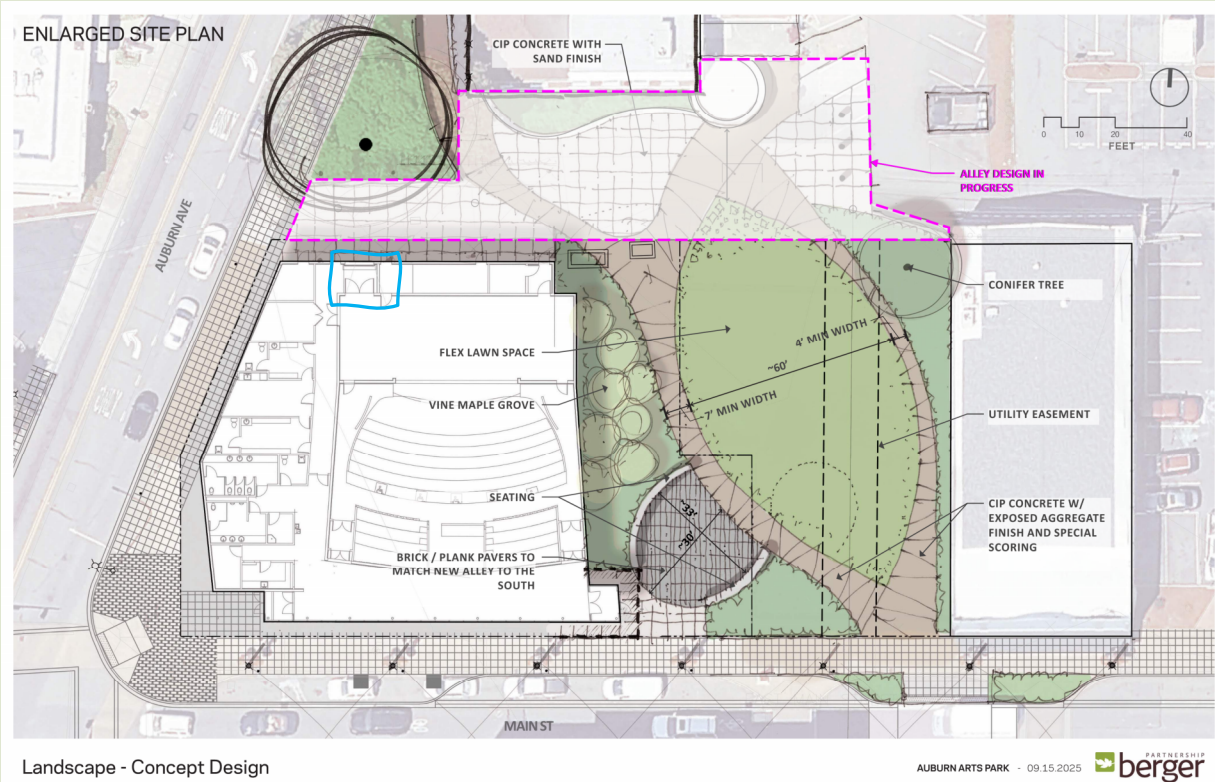


SERVICE • ENVIRONMENT • ECONOMY • CHARACTER • SUSTAINABILITY • WELLNESS • CELEBRATION

DOWNTOWN PARK

- **Alley and Remaining Postmark Property** (*Pink Outlined Area*)

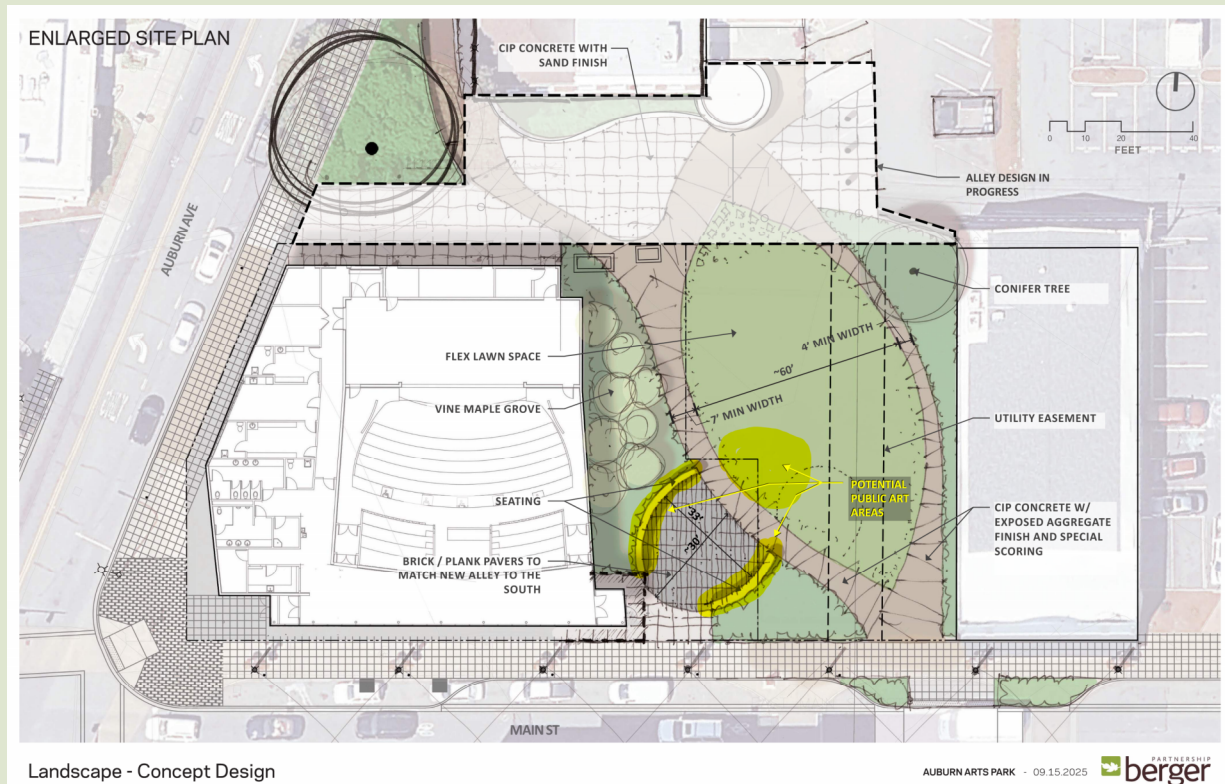
- Design Still in Progress
- Needs to allow access to:
 - Utilities (Easements)
 - Theater Loading Doors (*Blue Square*)
 - Storm Water Treatment (e.g. Vactor Truck)
- Additional Considerations:
 - Postmark & Park Events
 - Stage & Pedestrian Connections
 - Food Trucks & Event Access



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

DOWNTOWN PARK

- Provides Pedestrian Flow and Connectivity from B Street Plaza / Main Street to Auburn Ave Theater and Postmark
- Includes Seating Areas, Pathways, Lawn Gathering Area, Small Trees to Soften East Façade of Theater, Gathering Area for Theater Patrons
- Utilizes pavement and brick features that are in the B Street Plaza and new sidewalks to provide cohesive experience between spaces
- Theater Parcel and Park Parcel Public Art project (Approx. Locations Highlighted in Yellow)



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

PUBLIC ART FOR THEATER AND PARK

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

28

ART FOR THEATER/PARK

- The Theater plaza parcel and new Downtown Park were identified as an ideal and important location for public art, accommodating 1% for Art and highlighting the site as a community hub of arts and culture in downtown Auburn.
- Auburn's Art in Public Places outlines the public art process
- **Selection Committee formed to help guide and select artist for the opportunity**
 - Community member & Downtown Auburn Cooperative Board Member: Stefanie Cox
 - Park Board Member: Matt Jennings
 - Artists: Tammy Dwight and John Harris
 - Arts Commissioners: Trisenda Mayfield and Rocky Salvador
 - City & Project Representatives:
 - Berger Landscape Architect: Guy Michaelsen
 - Project Managers: Thaniel Gouk and Jacob Sweeting
 - White River Valley Museum Director: Rachel McAlister
 - Parks, Arts & Recreation Director: Julie Krueger

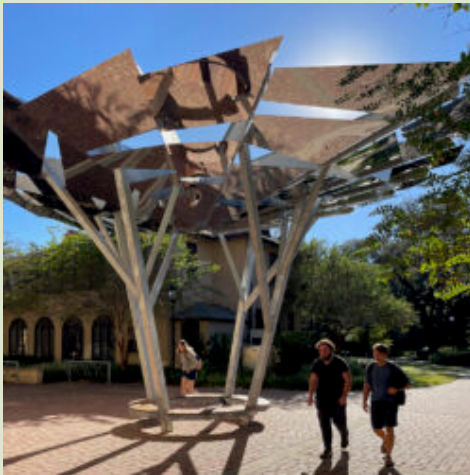
ART FOR THEATER/PARK

- **May-June 2025: Call to Artist**
 - Sought applications from Washington State public artists
 - \$97,500 public art commission
- **65 artist applied for the opportunity**
- **Four finalists interviewed** with the Selection Committee in July 2025



ART FOR THEATER/PARK

John Flemming was the public artist chosen by the Selection Committee to create art for the site



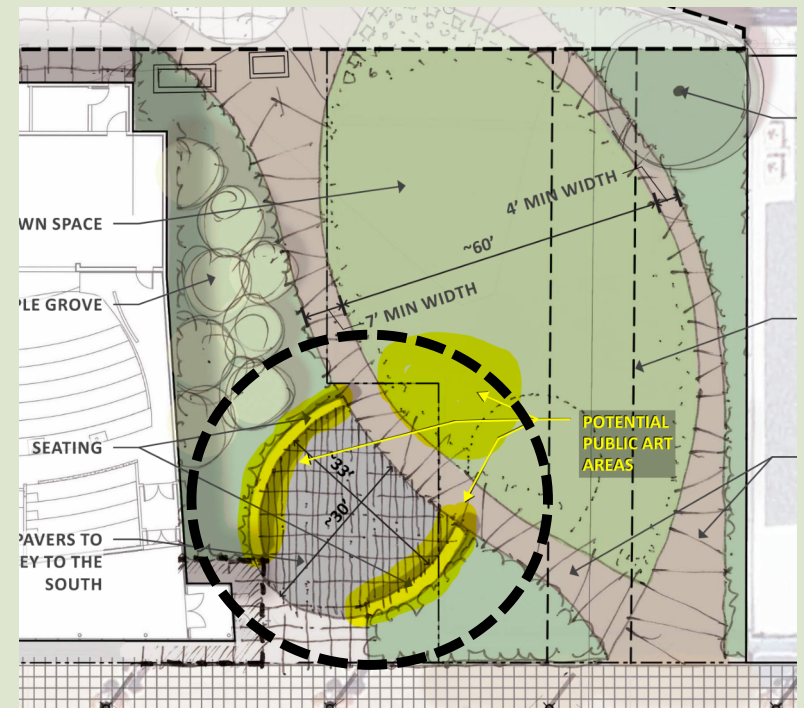
Examples of John Flemming artwork

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

ART FOR THEATER/PARK

Next Steps for Art

- Last Monday, September 15 – hosted Conceptual Design meeting with Selection Committee; artwork location recommendation
- **Late September** - Final Design Meeting with Selection Committee
- **October 2025**
 - **Arts Commission** Final Design Presentation & Recommendation
 - **City Council** Final Design Recommendation & Approval



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
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 4 (OCT-DEC) 25	QTR 1 (JAN-MAR) 26	Samim Qayoomi	Design is complete and this project was solicited for quotes on September 4, 2025. Quotes were received on September 17, 2025. It is anticipated that construction will begin in January 2026 due to the procurement of long lead time items.	KPFF	TBD
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 4 (OCT-DEC) 25	Samim Qayoomi	Construction is nearly complete with minor corrections and work remaining.	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 1 (JAN-MAR) 26	Matt Larson	The construction contract was combined with CP2321, Downtown Infrastructure Improvements project and the building demolition is complete.	N/A	Active Construction , Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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
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.	\$2,270,000	QTR 3 (JUL-SEP) 25	QTR 2 (APR-JUN) 26	Shelbi Moyer	Construction is underway. O ST SE is closed to through traffic until the end of November 2025. Access to residences and businesses is maintained during the closure.	KPG Psomas	SCI Infrastructure

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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.	\$2,170,000 Includes Federal & State Grant Funds	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Construction work is anticipated to begin in September 2025.	Century West	Colvico
CP2332	Lea Hill Safe Routes to Schools Complete sidewalk gaps and install enhanced crosswalks on SE 304th Street and 124th Ave SE.	\$1,172,000 Includes State Grant Funds	QTR 3 (JUL-SEP) 25	QTR 4 (OCT-DEC) 25	Seth Wickstrom	Bids were opened on July 31, 2025. The City received five total bids and awarded the contract to lowest responsive bidder, Active Construction Inc, on August, 18, 2025. Construction work is anticipated to begin in September 2025.	BCRA	Active Construction , Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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 4 (OCT-DEC) 25	Aleksey Koshman	Construction is nearly complete with minor corrections and work remaining.	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	All roadways are now open to all traffic. The construction work has been suspended for the procurement of long lead-time materials. The contractor will be onsite periodically to complete some of the work elements as the materials become available. It is anticipated that all of the remaining work will be completed by the end of February 2026.	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 4 (OCT-DEC) 25	Aleksey Koshman	Construction is nearly complete with minor corrections and work remaining.	N/A	Stafford Excavating
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 nearly complete with minor corrections and work remaining.	Parametrix	Northwest Cascade, Inc.
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	Construction is underway.	BCRA	Active Construction, Inc.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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.	\$4,851,000 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.	\$2,379,000	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 in October 2025. The contractor may be onsite periodically to perform minor work activities.	N/A	Diversified Holdings
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.

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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

Construction Projects Summary	Number of Projects	Total Budget
	18	\$50,017,000

Design Projects

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
CP2512	2026 Neighborhood Traffic Safety and Pedestrian Accessibility The project improves safety and pedestrian accessibility on residential streets throughout the City. The project includes sites where traffic calming will be installed to encourage reduced speeds. Additionally, the project will replace damaged sidewalks and replace/construct curb ramps throughout the City to improve pedestrian accessibility.	\$987,000	QTR 3 (JUL-SEP) 26	QTR 4 (OCT-DEC) 26	Samim Qayoomi	Preliminary design concept is being developed.	N/A	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	Fehr & Peers has been selected as the design consultant for this project. Consultant contract negotiations are underway. It is anticipated that design work will begin in October 2025.	Fehr & Peers	TBD
CP2508	2026 Sewer Repair and Replacement This project intends to replace aging sewer infrastructure in various locations. Water and storm infrastructure upgrades are included at select locations.	\$3,000,000	QTR 2 (APR-JUN) 26	QTR 4 (OCT-DEC) 26	Shelbi Moyer	Design survey is complete.	N/A	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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	Jacobs has been selected as the design consultant for this project. Consultant contract negotiations are underway. It is anticipated that design work will begin in October 2025.	Jacobs	TBD
CP2505	Lake Tapps Street Lighting (Sumner Tapps Hwy E to 182nd Ave E) Project The project will install street lighting along Lake Tapps Parkway between Sumner Tapps Highway and 182nd Avenue E. Across the elevated section of roadway a new median will be constructed to accommodate the lighting.	\$1,300,000 Includes Federal Grant Funds	QTR 1 (JAN-MAR) 26	QTR 3 (JUL-SEP) 26	Seth Wickstrom	Design is underway and is 5% complete.	N/A	TBD
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 is underway and is 90% complete.	N/A	TBD

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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 is underway and is 60% complete.	N/A	TBD
CP2419	City Parking Lot Replacement The project will demolish the existing building on the 105 1st Street NE, remove existing driveway aprons on 1st Street NE, design and construct the new parking lot to meet City standards and take access from the alley. The project will also replace sewer main in the alley across from the project site.	\$1,755,000	QTR 4 (OCT-DEC) 25	QTR 1 (JAN-MAR) 26	Samim Qayoomi	Project design was initiated in August 2025 and is underway.	N/A	TBD

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 and is 60% complete.	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 and is 15% complete.	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.	\$673,000	QTR 4 (OCT-DEC) 25	QTR 4 (OCT-DEC) 25	Samim Qayoomi	Design is complete and this project was advertised for bids on September 16, 2025. Bid opening is scheduled on October 1, 2025.	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.	\$3,640,000	QTR 1 (JAN-MAR) 26	QTR 2 (APR-JUN) 26	Lauren Kirk	Design is underway and is 99% 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 2 (APR-JUN) 26	QTR 3 (JUL-SEP) 26	Nahom Kahsay	Design is underway and is 30% 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 4 (OCT-DEC) 25	QTR 3 (JUL-SEP) 26	Nahom Kahsay	Design is complete and the design team is finalizing the construction plans and other contract documents. It is anticipated that this project will be advertised for bids on September 30, 2025.	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 complete and the design team is finalizing the construction plans and other contract documents. It is anticipated that this project will be advertised for bids in October 2025.	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

Project Number	Project Name & Description	Estimated Project Costs	Construction Start	Construction Finish	Project Manager	Recent Progress	Design Consultant	Contractor
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. Property acquisition process is beginning.	Consor	TBD
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 4 (OCT-DEC) 25	QTR 1 (JAN-MAR) 26	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

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 80% complete.	HDR	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 3 (JUL-SEP) 27	QTR 2 (APR-JUN) 28	Nahom Kahsay	Design is underway and is 30% complete.	KPG Psomas	TBD
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 2 (APR-JUN) 26	QTR 1 (JAN-MAR) 27	Kim Truong	Design is underway and is 70% 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 3 (JUL-SEP) 26	QTR 3 (JUL-SEP) 27	Nahom Kahsay	Design is underway and is 60% complete.	Kennedy Jenks	TBD

Project
Number

Project Name & Description

Estimated
Project Costs

Construction
Start

Construction
Finish

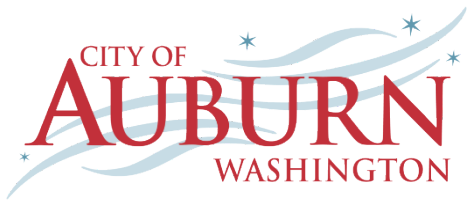
Project
Manager

Recent Progress

Design
Consultant

Contractor

Design Projects Summary	Number of Projects	Total Budget
	25	\$91,942,000



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6982 (Krum) (20 Minutes)
An Ordinance amending Chapters 14.03 and 18.60 of the Auburn City Code
relating to Home Occupations

Meeting Date:

September 22, 2025

Department:

Community Development

Attachments:

Presentation, Ordinance No.
6982 , Exhibit 1 , Exhibit 2

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

Home Occupations have long held a place in Auburn's zoning framework, first appearing in the City's Comprehensive Zoning Ordinance (No. 1041) in 1953. At that time, the Ordinance recognized the need to permit certain gainful activities within residences located in designated residential zones. These early provisions laid the foundation for a more structured approach to regulating small-scale, home-based businesses.

In 1987, Ordinance No. 4229 established a dedicated Chapter for home occupations, significantly expanding the range of permitted uses, administrative processes, and operational requirements. This evolution marked Auburn's recognition of the growing role of home-based enterprises in the local economy.

More recently, the State Legislature enacted House Bill (HB) 5290, which standardizes timelines for local government actions across various types of project permit applications. The intent of HB 5290 is to promote timely, predictable procedures for determining application completeness and conformance with development regulations. Home occupations permitted under Chapter 18.60 of the Auburn City Code (ACC) are particularly well-suited to align with HB 5290's administrative efficiency, given their streamlined approval process.

To further this alignment, Chapter 14.03 was revised to establish a Type I decision process for Special Home Occupations, alongside a Type III process where applicable. These updates reinforce Auburn's commitment to procedural clarity while maintaining local authority over land use and development decisions.

The City of Auburn, vested with regulatory authority over community development, actively manages

land use issues through planning, mitigation, and enforcement. As part of ongoing efforts to modernize its Code, staff has proposed a comprehensive update to the home occupation regulations.

Proposed Amendments Include:

- Revisions to Existing Sections:
 1. 14.03.010 – Type I decisions
 2. 18.60.020 – Requirements
 3. 18.60.030 – Exemptions
 4. 18.60.040 – Special home occupation permit
 5. 18.60.050 – Prohibited home occupation businesses

These changes reflect the nature of home occupations—often small-scale businesses, personal services, or office functions—which are sensitive to cost and time constraints and generally pose fewer community impacts than larger developments or conditional uses.

The proposed amendments were presented to the Planning Commission during its regular meeting on August 5, 2025, and at the Special Meeting on September 16, 2025, during which Public Hearings were held.

Councilmember: Tracy Taylor

Staff: Jason Krum

STUDY SESSION

HOME OCCUPATION CODE UPDATE

**PRESENTED BY
ALEXANDRIA TEAGUE, PLANNING
SERVICES MANAGER
SEPTEMBER 22, 2025**

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

AUBURN
VALUES

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

BACKGROUND AND PURPOSE

- ACC 14.03.030 identify special home occupation permits as requiring a Type III decision.
- Project review, public notice, and meeting coordination is an involved process that reduces efficiency.
- Public comment and input from the hearing examiner are infrequent and rarely require reconsideration.

SUMMARY OF CODE CHANGES

- Staff is proposing to revise/amend sections:
 - 14.03.010 – Type I decisions.
 - 18.60.020 – Requirements.
 - 18.60.030 – Exemptions.
 - 18.60.040 – Special home occupation permit.
 - 18.60.050 – Businesses not permitted as home occupations.

STAFF PRESENTATIONS

- **Planning Commission: August 5, 2025**
 - Regular meeting and public hearing

- **Planning Commission: September 16, 2025**
 - Special meeting and public hearing

- **City Council Study Session: September 22, 2025**

- **City Council Action: October 6, 2025**

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

Thank you for your time.
Any questions?

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

AUBURN VALUES

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

ORDINANCE NO. 6982

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON AMENDING CHAPTERS 14.03
AND 18.60 OF THE AUBURN CITY CODE RELATING TO
HOME OCCUPATIONS

WHEREAS, the City of Auburn has adopted an ordinance to regulate the home-based businesses operating out of residential properties within the City limits; and

WHEREAS, the City of Auburn issued a Determination of Non-Significance on June 16th, 2025, for the home occupation zoning text amendments (File No. SEP25-0008); and

WHEREAS, pursuant to Revised Code of Washington 36.70A that a text amendment shall be amended with public participation; and

WHEREAS, pursuant to Revised Code of Washington 36.70A.106, the draft home occupation code text amendments were transmitted to the Washington State Department of Commerce on June 3rd, 2025. The 60-day notice period ended August 2nd, 2025; and

WHEREAS, a Notice of Public Hearing was issued on June 16th, 2025. Pursuant to Chapter 18.68 ACC, the Planning Commission Public Hearing notice was published in the Seattle Times and posted in two general public locations (City Annex and the City's Public Land Use Notice webpage); and

WHEREAS, following the conclusion of the Public Hearing on August 5th, 2025, and subsequent deliberations, the Auburn Planning Commission, following a positive motion, made a recommendation to the Auburn City Council on the approval of the proposed home occupation zoning text amendments; and

WHEREAS, a Notice of Public Hearing was re-issued on September 3rd, 2025 to discuss additional changes to the home occupation code. Pursuant to Chapter 18.68

ACC, the Planning Commission Public Hearing notice was published in the Seattle Times and posted in two general public locations (City Annex and the City's Public Land Use Notice webpage); and

WHEREAS, following the conclusion of a second Public Hearing on September 16, 2025, and subsequent deliberations, the Auburn Planning Commission, following a positive motion, made a recommendation to the Auburn City Council on the approval of the proposed home occupation zoning text amendments; and

WHEREAS, the Auburn City Council reviewed the recommendations of the Auburn Planning Commission for the home occupation zoning text amendments at both a regularly scheduled study session, on September 22, 2025; and

WHEREAS, on October 6th, 2025, the Auburn City Council approved the proposed home occupation zoning text amendments; and

WHEREAS, Chapter 14.03 Auburn City Code establishes project permit decisions into four types, based on whether a director, the hearing examiner or the city council makes the decision and the process by which that decision is made; and

WHEREAS, Chapter 18.60 Auburn City Code allows certain activities to be undertaken for gain or profit within a dwelling or a building accessory to a dwelling in any zone in which dwellings are present. The home occupation shall be conducted by a resident of the dwelling unit and is to be conducted in such a manner that the residence shall not differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emissions of sounds, noises, vibrations or odors, or result in traffic impacts that are inconsistent with the character of the area in which the home occupation is located; and

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

Section 1. Adoption of Chapter 18.60 ACC text amendments. The
City of Auburn amended Chapter 18.60, set forth in Exhibit 1, is on file with the
office of the City Clerk is adopted and is available for inspection therein.

Section 2. Adoption of Chapter 14.03 ACC text amendments. The
City of Auburn amended Chapter 14.03 ACC, set forth in Exhibit 2, is on file with
the office of the City Clerk is adopted and is available for inspection therein.

Section 3. Constitutionality and Invalidity. If any section, subsection
sentence, clause, phrase or portion of this Ordinance, is for any reason held invalid or
unconstitutional by any Court of competent jurisdiction such portion shall be deemed a
separate, distinct and independent provision, and such holding shall not affect the validity
of the remaining portions thereof.

Section 4. Implementation. The Mayor is authorized to implement such
administrative procedures as may be necessary to carry out the directions of this
legislation.

Section 5. Effective Date. This Ordinance shall 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 18.60

HOME OCCUPATIONS

Sections:

18.60.010	Purpose.
18.60.020	Requirements.
18.60.030	Exemptions.
18.60.040	Special home occupation permit.
18.60.050	Businesses not permitted as home occupations.
18.60.060	Termination.

18.60.010 Purpose.

The purpose of a home occupation is to allow certain activities to be undertaken for gain or profit within a dwelling or a building accessory to a dwelling in any zone in which dwellings are present. The home occupation shall be conducted by a resident of the dwelling unit and is to be conducted in such a manner that the residence shall not differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emissions of sounds, noises, vibrations or odors, or result in traffic impacts that are inconsistent with the character of the area in which the home occupation is located. (Ord. 6141 § 1, 2007; Ord. 4229 § 2, 1987.)

18.60.020 Requirements.

Home occupations are required to have a business license as issued by the city, comply with all city codes and ordinances, and shall be consistent with the following provisions. A home occupation shall meet all eleven (11) of the requirements below. Home occupations not able to meet all eleven (11) but not less than nine (9) of the requirements below shall require a special home occupation permit per ACC 18.60.040 of this chapter.:

A. Employees. Only members of the immediate family residing on the premises and no more than ~~one~~ two nonresidents may be employed at any one time; provided, that home

occupations with a nonresident employees shall provide off-street parking for the employee on site;

B. Mechanical equipment. No mechanical equipment is used except such as is commonly or customarily used for domestic, household or personal purposes for a dwelling unit (or as deemed similar in terms of power, quantity, noise, emissions and type);

C. Occupied floor area. ~~Not more than one-fourth of the floor area of any building is devoted to such occupation.~~ Offices, mercantile, food preparation for off-site consumption, personal care salons or similar uses which are conducted primarily by the occupants of the dwelling unit and are secondary to the use of the unit for dwelling purposes, and which do not exceed five hundred (500) square feet of the primary residence or accessory structure except for bed and breakfasts;

D. Structural alterations. That such occupation shall not require internal or external alteration or involve construction features not customarily found in a dwelling. Internal or external renovations to an accessory structure may be permitted, existing structures shall be subject to plan review;

E. Commercial vehicles. The home occupation shall not involve the use of personal commercial vehicles as defined in ACC [18.04.245](#) for the distribution of materials to or from the premises. Deliveries or pickups by commercial delivery services shall not apply toward this limitation provided such pickup or delivery does not exceed twice per day;

F. Off-street parking. The conduct of any home occupation, including but not limited to the storage of goods and equipment, shall not reduce or render unusable areas provided for the required off-street parking. Additional parking is not allowed in order to conduct a home occupation, except what may be required through the issuance of a special home occupation permit pursuant to ACC [18.60.040](#);

G. Signage. Only one sign is permitted, not to exceed 18 inches by 24 inches in area, nonilluminated, and attached to a building, except that home occupations in commercial or industrial zones may have signs consistent with the applicable zoning district;

~~H. No display pertaining to the occupation, other than the one permitted sign, is visible from the street or adjacent residences;~~

~~H.~~ Animals. No more animals are maintained on the premises than what may otherwise be permitted in the zone;

~~J.~~ Hours of operation. Except for bed and breakfasts, employee and customer visits shall be limited to the following hours of operation:

1. Employees from 8:00 a.m. to 6:00 p.m. Monday through Friday and from 9:00 a.m. to 6:00 p.m. on Saturday and Sunday,
2. Customers from 9:00 a.m. to 6:00 p.m.;

~~K.~~ Vehicle trips. Traffic generated by the home occupation shall be limited to a maximum of eight (two-way) client/delivery-related trips per day for those home occupations that operate by appointment only and do not have overlapping client visits. All other home occupations shall be limited to five (two-way) client/delivery trips per day;

~~L.~~ Outdoor storage. Outdoor storage of materials, goods, products or equipment is not allowed;

~~M. The home occupation is to be conducted in such a manner that the residence shall not differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emissions of sounds, noises, vibrations or odors or result in traffic impacts inconsistent with the character of the area in which the home occupation is located. (Ord. 6419 § 6, 2012; Ord. 6141 § 1, 2007; Ord. 5897 § 21, 2005; Ord. 4229 § 2, 1987.)~~

18.60.030 Exemptions.

~~Garage sales, yard sales, bake sales, temporary home boutiques or bazaars for handcrafted items, parties for the display of domestic products, and other like uses do not need to comply with the requirements of ACC 18.60.020 as long as the use does not operate for more than 20 days in any one calendar year or in violation of any other provisions of the Auburn City Code. To qualify for this exemption, garage and yard sales must involve only the sale of household goods, none of which were purchased for the purpose of resale.~~

The following activities that may occur at the owner or renter of the primary residence or accessory structure shall be exempt from the requirements of Chapter 18.60 ACC. To qualify for

the exemption, the sale, use, or event shall not operate for more than 20 days in any one calendar year or in violations of any other provision of Auburn City Code. Garage and yard sales must involve only the sale of household goods, none of which were purchased for the purpose of resale.

A. Temporary sales including bake sales, garage sales, yard sales, estate sales;

B. Temporary home boutiques or bazaars for handcrafted items;

C. Parties for display and sale of domestic products.

—(Ord. 6141 § 1, 2007; Ord. 4229 § 2, 1987.)

18.60.040 Special home occupation permit.

A. Special home occupation permits are required and must be granted by the ~~hearing-examiner~~planning director or designee for the following uses, even if the use meets all of the requirements of ACC [18.60.020\(A\)](#) through (~~MK~~), but in no case shall any home occupation meet less than ~~11-9~~ of the ~~1113~~ requirements:

1. Building and construction contractor services, to include landscaping services (unless the home occupation is solely used for office purposes);
2. Personal service shops;
3. Music and dancing studios;
4. Craft classes/creative art: including, but not limited too, ceramics, painting, recording studios (unless the home-based business is solely used for office purposes);
5. Animal grooming;
6. Home occupations that can only meet ~~11-9~~ or ~~12-10~~ of the ~~1113~~ requirements as outlined in ACC [18.60.020\(A\)](#) through (~~KM~~).

B. In considering applications for special home occupation permits, the ~~hearing-examiner~~planning director or designee shall consider the nature and conditions of all adjacent

uses and structures. No such special home occupation permit shall be authorized by the ~~hearing examiner~~planning director or designee unless the ~~hearing examiner~~planning director or designee finds that:

1. The authorizing of such special home occupation permit will not be materially detrimental to the public welfare or injurious to the property in the zone or vicinity in which the property is located; and
2. The authorization of such special home occupation permit will be consistent with the spirit and purpose of this title.

C. In authorizing a special home occupation permit, the ~~hearing examiner~~planning director or designee may impose such requirements and conditions with respect to location, installation, construction, maintenance and operation and extent of open spaces in addition to those expressly set forth in this title, as may be deemed necessary for the protection of other properties in the zone or vicinity and the public interest.

~~D. A public hearing shall be conducted on all applications for a special home occupation permit. The hearing shall be held in the same manner as provided in ACC 18.70.040.~~

~~D. An application for special home occupation permit shall be reviewed in accordance with ACC Title 14 as a Type I decision, subject to the additional provisions of this section. The planning director or designee shall make the final decision unless the application is forwarded to the hearing examiner pursuant to ACC 18.60.040(D)(2)(b) of this section, in which case the hearing examiner will make the final decision.~~

~~1. A notice of application pursuant to ACC 14.07.020 is required;~~

~~2. Following the closure of the public comment period required by ACC 14.07.040, the planning director or designee shall:~~

~~a. Review the information in the record and render a decision pursuant to the procedural requirements of Title 14 ACC; or~~

~~b. Within ten (10) days following the closure of the public comment period, forward the application to the hearing examiner for a public hearing and final~~

decision in accordance with Chapter 2.46 ACC if the planning director or designee determines one or more of the following conditions exists:

- i. Public comments indicate a substantial degree of concern, controversy, or opposition to the proposal; or
- ii. A public hearing is necessary to address issues of vague, conflicting, or inadequate information; or
- iii. The application raises sensitive or controversial public policy issue; or
- iv. A public hearing might clarify issues involved in the permit decision.

3. When a public hearing before the hearing examiner is deemed necessary by the planning director or designee:

- a. The city shall provide written notice to the applicant within ten (10) days following the closing of the public comment period that the application is forwarded to the hearing examiner for public hearing and decision pursuant to the procedural requirements of this chapter. The notice shall specify the reason the application is being forwarded to the hearing examiner;
- b. Processing of the application shall not proceed until any supplemental fees set forth in the City of Auburn Fee Schedule are received; and
- c. The application shall be deemed withdrawn if the supplemental fees are not received within thirty (30) days of the applicant notification by the City.

(Ord. 6141 § 1, 2007; Ord. 4304 § 1(44), 1988; Ord. 4229 § 2, 1987.)

18.60.050 Businesses not permitted as home occupations.

The following uses shall not be permitted as home occupations:

- A. Automobile and motorcycle repair and body work (to include painting);
- B. Automobile services, including stereo installation, car alarms and detailing;
- C. Heavy equipment repair and maintenance.

D. Hazardous materials processing, testing, or manufacturing within residentially used structures and their accessory uses in commercial and industrial zones;

(Ord. 6141 § 1, 2007.)

18.60.060 Termination.

A. A home occupation may be terminated, revoked or suspended as provided for in and in accordance with the regulations for termination, revocation or suspension in ACC Title [5](#).

B. Notwithstanding any other provisions of this chapter or of the city code, a home occupation may be immediately terminated if the city finds that the home occupation is being conducted in a manner which is detrimental to the public health or safety. In the event of such immediate termination, the operator of the home occupation shall be advised that they shall have the right to request a public hearing on the propriety of such immediate termination, which public hearing, if requested, shall be conducted in the same manner as provided in ACC [18.70.040](#).

(Ord. 6141 § 1, 2007; Ord. 4229 § 2, 1987. Formerly 18.60.050.)

The Auburn City Code is current through Ordinance 6977, passed June 16, 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 14.03

TYPES OF PROJECT PERMIT DECISIONS

Sections:

14.03.001	Generally.
14.03.010	Type I decisions.
14.03.020	Type II decisions.
14.03.030	Type III decisions.
14.03.040	Type IV decisions.
14.03.050	<i>Reserved.</i>
14.03.060	Legislative nonproject decisions.

14.03.001 Generally.

Project permit decisions are classified into four types, based on whether a director, the hearing examiner or the city council makes the decision and the process by which that decision is made. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6295 § 1, 2010; Ord. 4835 § 1, 1996.)

14.03.010 Type I decisions.

Type I decisions are administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter [43.21C](#) RCW. Type I decisions include, but are not limited to, the following project applications:

- A. Building permit;
- B. Plumbing permit;
- C. Mechanical permit;
- D. Utility permit;
- E. Construction permit;

- F. Land clearing permit;
- G. Grading permit;
- H. Floodplain development permit;
- I. Public facility extension agreement;
- J. Right-of-way use permit;
- K. Boundary line adjustment or boundary line elimination;
- L. Special Home occupation permit;
- M. Temporary use permit (administrative);
- N. Administrative use permit;
- O. Short subdivision (plat);
- P. Mobile home closure plans;
- Q. Extensions or minor amendment to an approved master plan;
- R. Final plat. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6385 § 1, 2011; Ord. 6295 § 1, 2010; Ord. 5746 § 2, 2003; Ord. 4835 § 1, 1996.)

14.03.020 Type II decisions.

Type II decisions are administrative decisions made by the city which are subject to environmental review and threshold determination under the State Environmental Policy Act (SEPA) codified at Chapter [43.21C](#) RCW. Type II decisions include, but are not limited to, the following project applications:

- A. Building permit;
- B. Grading permit;
- C. Land clearing permit;

- D. Public facility extension agreement;
- E. Administrative use permit;
- F. Short subdivision (plat);
- G. Floodplain development permit. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6295 § 1, 2010; Ord. 4835 § 1, 1996.)

14.03.030 Type III decisions.

Type III decisions are quasi-judicial final decisions made by the hearing examiner following a recommendation by staff. Type III decisions include, but are not limited to, the following project applications:

- A. Temporary use permit;
- B. Substantial shoreline development permit;
- C. Variance;
- D. Special exceptions;
- E. Special home occupation permit;
- F. Preliminary plat;
- G. Conditional use permit;
- H. Surface mining permit;
- I. Master plan. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6385 § 2, 2011; Ord. 6295 § 1, 2010; Ord. 6184 § 3, 2008; Ord. 4835 § 1, 1996.)

14.03.040 Type IV decisions.

Type IV decisions are quasi-judicial decisions made by the city council following a recommendation by the hearing examiner. Type IV decisions include, but are not limited to, the following project applications:

Site-Specific Rezone, Category 1. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6779 § 5, 2020; Ord. 6654 § 1, 2017; Ord. 6295 § 1, 2010; Ord. 6184 § 4, 2008; Ord. 4835 § 1, 1996.)

14.03.050 Reserved.

(Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6295 § 1, 2010; Ord. 6184 § 5, 2008; Ord. 4835 § 1, 1996.)

14.03.060 Legislative nonproject decisions.

Legislative nonproject decisions made by the city council under its authority to establish policies and regulations are not classified as a “type” of project permit decision. Legislative nonproject decisions include, but are not limited to, the following legislative actions:

- A. Amendments to the text and map of the comprehensive plan or development regulations.
- B. Amendments to the zoning map (rezones) on a city-wide or area-wide basis. (Ord. 6957 § 1 (Exh. A), 2024; Ord. 6654 § 1, 2017; Ord. 6295 § 1, 2010; Ord. 4835 § 1, 1996.)

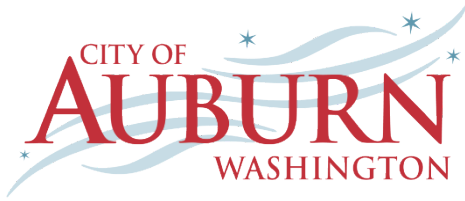
The Auburn City Code is current through Ordinance 6976, passed April 7, 2025.

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.](#)

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



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 7001 (Krum) (10 Minutes)
An Ordinance amending Sections 15.20.020, 15.20.030, 15.20.040, 15.20.050, 15.20.60, and 15.20.070 of the Auburn City Code relating to the International Property Maintenance Code

Meeting Date:

September 22, 2025

Department:

Community Development

Attachments:

Ordinance No. 7001, Ordinance
No. 7001 - Exhibit 1

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

The City has adopted the International Property Maintenance Code (IPMC) as part of its Municipal Code to provide minimum standards for the maintenance of existing buildings, structures, and property. Since adoption, the numbering and format of certain sections in the City Code have been amended and reorganized. As a result, the citations to the IPMC contained in the City Code are now outdated or incorrect.

To maintain consistency, clarity, and enforceability, it is necessary to update the City Code to align the referenced sections with the correct current IPMC section references. This action ensures that enforcement staff, property owners, and the public have accurate references to applicable Code provisions, reducing confusion and potential challenges in application.

Staff is proposing to amend Sections 15.20.020, 15.20.030, 15.20.040, 15.20.050, 15.20.060, and 15.20.070 of the Auburn City Code to conform with Washington State's adopted code sections.

Councilmember: Tracy Taylor

Staff: Jason Krum

ORDINANCE NO. 7001

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AMENDING SECTIONS 15.20.020, 15.20.030, 15.20.040, 15.20.050, 15.20.60, AND 15.20.070 OF THE AUBURN CITY CODE RELATING TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

WHEREAS, the Auburn City Code includes a variety of chapters adopting various codes related to the building of structures; and

WHEREAS, the State of Washington promulgates some of these codes, updates them periodically, and requires, through RCW 19.27, that local jurisdictions adopt and implement the standard codes; and

WHEREAS, the State of Washington has promulgated updated codes and has approved them for adoption by local jurisdictions; and

WHEREAS, City Staff and Valley Regional Fire Authority (VRFA) Staff have reviewed the City's building-related codes, have identified amendments to update or supplemented these codes, and have identified revised desired amendments to the provisions of the City codes held within title 15.20; and

WHEREAS, the City adopted the International Property Maintenance Code (IPMC) as part of its municipal code to provide minimum standards for the maintenance of existing buildings, structures, and property; and

WHEREAS, since adoption, the numbering and format of certain sections in the City Code have been amended and reorganized causing citations to the IPMC to be outdated or incorrect; and

WHEREAS, to maintain consistency, clarity, and enforceability, it is necessary to update the City Code to align the referenced sections with the correct current IPMC numbering; and

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

Section 1. Adoption of amended Chapter 15.20 ACC text amendments. The City of Auburn amended Sections 15.20.020, 15.20.030, 15.20.040, 15.20.050, 15.20.060 and 15.20.070, set forth in Exhibit 1, is on file with the office of the City Clerk is adopted and is available for inspection therein.

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 15.20

PROPERTY MAINTENANCE CODE AND VACANT PROPERTY MANAGEMENT

Sections:

15.20.010	Adoption of International Property Maintenance Code.
15.20.020	Appendices adopted.
15.20.030	Sections 103.1 and 103.5 <u>104.1</u> amended.
15.20.040	Sections 107.2 <u>111.4.1</u> and 107.3 <u>111.4.2</u> amended.
15.20.050	Section 110 <u>113</u> amended – Demolition.
15.20.060	Section 111 <u>107</u> amended – Means of appeal.
15.20.070	Sections 112 <u>110.2</u> and 112 <u>110.4</u> amended – Stop work order.
15.20.080	Sections 302.4 and 304.14 amended – General requirements.
15.20.090	Sections 602.3 and 602.4 amended – Mechanical and electrical requirements.
15.20.100	Vacant property registration.

15.20.010 Adoption of International Property Maintenance Code.

The International Property Maintenance Code adopted in Chapter [15.07](#) ACC shall be on file in the office of the city clerk. The code as amended in this chapter shall govern over the published provisions of that code. Where the International Property Maintenance Code references the code official, that shall refer to and be construed to mean the building official as used in the city code. Unless the context clearly indicates otherwise, the terms “code official” and “building official” shall be synonymous. (Ord. 6902 § 13, 2023; Ord. 6763 § 7, 2021.)

15.20.020 Appendices adopted.

International Property Maintenance Code Appendix ~~Chapter~~-A, Boarding Standard, is hereby adopted. A copy of the International Property Maintenance Code Appendix ~~Chapter~~-A, Boarding Standard, shall be on file in the office of the city clerk. (Ord. 6763 § 7, 2021.)

15.20.030 Sections 103.1 and ~~103.5~~104.1 amended.

Sections 103.1 and ~~103.5~~104.1 of the International Property Maintenance Code are amended to read as follows:

103.1 Department of property maintenance inspection. The department of community development is responsible for implementation and enforcement of the International Property Maintenance Code.

~~103.5~~104.1 Fees. The fees for activities and services performed by the city in carrying out its responsibilities under this code, including hearings conducted by the hearing examiner, shall be as indicated in the city of Auburn fee schedule.

(Ord. 6902 § 14, 2023; Ord. 6763 § 7, 2021.)

15.20.040 Sections ~~107.2~~111.4.1 and ~~107.3~~111.4.2 amended.

Sections ~~107.2~~111.4.1 and ~~107.3~~111.4.2 of the International Property Maintenance Code are amended to read as follows:

~~107.2~~111.4.1 Notices and orders. Such notice prescribed in Section 107.1 shall be in accordance with the provisions of Chapter 1.25 regarding the form of notices.

~~107.3~~111.4.2 Method of service. Notices shall be deemed to be properly served if delivered in accordance with the provisions of Chapter 1.25 regarding the method of services of notices.

(Ord. 6763 § 7, 2021.)

15.20.050 Section ~~110~~113 amended – Demolition.

International Property Maintenance Code Section ~~110~~113.1 is amended to read as follows:

Section ~~110~~113.1 General. The code official shall order the owner or owner's authorized agent of any premises upon which is located any structure, which in the code official's judgment is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise

unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than two (2) years, the code official shall order the owner or owner's authorized agent to demolish and remove such structure, or board up until future repair. Unless the code official determines that other measures are appropriate based on the circumstances, boarding the building up for future repair shall comply with appendix A and the structure shall not remain boarded beyond thirty (30) days, except where a non-opaque material is used that provides the same level of security as provided by the requirements of Appendix A, the boarding may remain in place for no more than one year. Timeframe extensions may be approved by the code official.

(Ord. 6902 § 15, 2023; Ord. 6763 § 7, 2021.)

15.20.060 Section ~~111~~107 amended – Means of appeal.

Section ~~111~~107 of the International Property Maintenance Code is deleted in its entirety and is replaced with the following:

~~111~~107 Means of appeal. Any person directly affected by a decision of the code official or a notice or order issued under the international property maintenance code shall have the right to appeal the decision, notice, or order, accept notices to correct and the notices described in section 107. The means for appealing shall be that provided in ACC [15.07.130](#), as hereafter amended.

(Ord. 6763 § 7, 2021.)

15.20.070 Sections ~~112~~110.2 and ~~112~~110.4 amended – Stop work order.

Sections ~~112~~110.2 and ~~112~~110.4 of the International Property Maintenance Code are amended to read as follows:

~~112~~110.2 Issuance. The provisions of Auburn City Code Chapter [1.25](#) regarding stop work orders shall govern the issuance of a stop work order under this code.

~~112110~~.4 Failure to comply. The provisions of Auburn City Code Chapter [1.25](#) shall govern the enforcement of stop work orders and the penalty for failing to comply with an order.

(Ord. 6763 § 7, 2021.)

15.20.080 Sections 302.4 and 304.14 amended – General requirements.

Sections 302.4 and 304.14 of the International Property Maintenance Code are amended to read as follows:

302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of six inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, according to the abatement process contained in ACC [8.12](#), and the costs of such removal shall be paid by the owner or agent responsible for the property.

304.14 Insect Screens. During the period from April 1 to October 31, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm) and every screen door used for insect control shall have a self-closing device in good working condition.

(Ord. 6763 § 7, 2021.)

15.20.090 Sections 602.3 and 602.4 amended – Mechanical and electrical requirements.

Sections 602.3 and 602.4 of the International Property Maintenance Code are amended to read as follows:

602.3 Heat Supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during year-round to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

- a. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
- b. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat year-round to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

- a. Processing, storage and operation areas that require cooling or special temperature conditions.
- b. Areas in which persons are primarily engaged in vigorous physical activities.

(Ord. 6763 § 7, 2021.)

15.20.100 Vacant property registration.

A. The vacant property registration program is hereby established. All vacant properties shall be registered with the city when they remain vacant for more than 30 days. Failure to register a vacant property shall constitute a violation that is punishable under the terms and procedures of Chapter [1.25](#) ACC. This section shall not apply to properties that are the subject of a current

rental business license issued pursuant to Chapter [5.22](#) ACC or are inhabited by the property owner part-time.

B. In addition to registration, vacant properties shall be managed as follows:

1. The property must be kept free of code violations.
2. The structure and property must remain secure from unauthorized access. All doors and windows must be in place and remain locked. Broken doors and windows must be repaired or replaced consistent with all provisions of this title.
3. The roof, flashing, rain gutters, and down spouts must be present and functional.
4. Exterior lighting, consistent with the requirements of this code, shall remain functional and shall be set on a timer to provide nighttime illumination.
5. Water service shall be disconnected.
6. All vegetation shall be maintained consistent with Auburn City Code. Additionally, shrubs, ground covers, vines, and trees must be kept trimmed and not encroach into the public right-of-way or onto other neighboring properties.
7. The exterior appearance of all structures shall be kept clean and in good condition, consistent with Section 304 of the International Property Maintenance Code. Tarps are not allowed as a means of securing or screening damaged, degraded or moss covered roofs, doors, windows or walls, except as a temporary measure prior to a permanent repair or replacement.
8. Appropriate winterization measures shall be taken to ensure that the structure and property are not further degraded due to extended periods of cold and/or wet weather.
9. Gas, electrical, and plumbing fixtures shall be maintained in a condition that is safe and that avoids risk to public health and safety.
10. A notice shall be placed in a visible location on the property that indicates who the property is registered to and must include contact information for the responsible party.
11. The property must be registered with the city of Auburn police department trespass program.

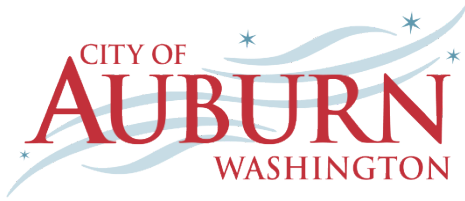
C. The provisions of this section can be applied retroactively. Vacant properties and structures existing on the date of adoption of this section are not vested. (Ord. 6763 § 7, 2021; Ord. 6744 § 3 (Exh. B), 2019; Ord. 6615 § 1, 2016. Formerly 15.20.080, 15.20.010.)

The Auburn City Code is current through Ordinance 6983, passed July 21, 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.](#)



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 7002 (Whalen/Martinson) (30 Minutes)
An Ordinance establishing a Municipal Court, and adding Chapter 2.14 of
the Auburn City Code

Meeting Date:

September 22, 2025

Department:

Legal

Attachments:

Ordinance No. 7002, Exhibit A

Budget Impact:**Administrative Recommendation:**

For discussion only.

Background for Motion:**Background Summary:**

On May 5, 2025, Council approved Resolution No. 5827 authorizing the Mayor to terminate the Interlocal Agreement between the City of Auburn and King County to stand up the City of Auburn Municipal Court. Consistent with Council direction, the Mayor sent a notice of termination to King County. The Interlocal Agreement will therefore expire on December 31, 2026. Establishing the Municipal Court via this Ordinance is the first step in setting up the Court to begin operations on January 1, 2027. Passing this Ordinance will allow the Mayor to appoint a judicial officer, who will be subject to Council confirmation. The judicial officer will select a Court Administrator who will then work in conjunction with the judicial officer to make all necessary arrangements to stand up the Auburn Municipal Court.

Councilmember: Kate Baldwin

Staff: Jason Whalen

ORDINANCE NO. 7002

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, ESTABLISHING A MUNICIPAL COURT, AND ADDING CHAPTER 2.14 OF THE AUBURN CITY CODE

WHEREAS, on May 5, 2025, the Auburn City Council passed Resolution No. 5827 “authorizing the Mayor to terminate the Interlocal Agreement between the City of Auburn and King County to stand up the City of Auburn Municipal Court;” and

WHEREAS, pursuant to Resolution 5827, the Mayor provided due and proper notice to terminate the Interlocal Agreement with King County, effective December 31, 2026; and

WHEREAS, RCW 3.50.010 authorizes any city with a population of four hundred thousand or less to establish a municipal court by ordinance,

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

Section 1. Addition to City Code. A new chapter to the Auburn City Code is added to read as shown in Exhibit A, thereby establishing The Municipal Court of the City of Auburn, which court shall have jurisdiction and shall exercise all powers as authorized by law, effective January 1, 2027.

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 on 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 2.14

MUNICIPAL COURT

Sections:

- 2.14.010 Court established pursuant to RCW 3.50 et seq.
- 2.14.020 Location of court.
- 2.14.030 Jurisdiction.
- 2.14.040 Municipal judges.
- 2.14.050 Independent judiciary.
- 2.14.060 Judge pro tem.
- 2.14.070 Vacancy—Removal—Disqualification.
- 2.14.080 Disposition of Revenue.
- 2.14.090 Municipal Court employees.
- 2.14.100 Municipal Court seal.
- 2.14.110 Suspension or deferral of sentences.
- 2.14.120 Penalty if no other punishment prescribed.
- 2.14.130 Criminal prosecution in city's name for violation of ordinances.
- 2.14.140 Pleadings, practice and procedure.

2.14.010 Court established pursuant to RCW 3.50 et seq.

The Municipal Court of the City of Auburn ("Municipal Court") is hereby created and shall have jurisdiction and exercise all powers vested in the Municipal Court by Chapter 3.50 RCW, together with other powers and jurisdiction generally conferred on such courts in Washington, either by common law or statute. The Municipal Court shall commence operation on January 1, 2027.

2.14.020 Location of court.

The Municipal Court, its courtrooms, chambers, and administrative and clerical offices are located in the Auburn Justice Center, located at 18 Auburn Way S, Auburn, Washington, or in such other location as may be designated by the mayor.

2.14.030 Jurisdiction.

A. Pursuant to RCW 3.50.020, the Municipal Court shall have exclusive original jurisdiction over traffic, parking, and other civil infractions arising under city ordinances and exclusive original criminal jurisdiction of all violations of city ordinances duly adopted by the city and shall have original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures declared or given by such ordinances or by state statutes. The Municipal Court shall also have the jurisdiction as conferred by statute.

B. The Municipal Court is empowered to forfeit cash bail or bail bonds and issue execution thereon, and in general to hear and determine all causes, civil or criminal, including traffic infractions, arising under city ordinances and to pronounce judgment in accordance therewith. So long as it participates in the program established by the administrative office of the courts pursuant to RCW 2.56.160, the Municipal court shall have jurisdiction to take, recognizance, approve bail, and arraign defendants held within its jurisdiction on warrants issued by any court of limited jurisdiction participating in the program.

2.14.040 Municipal judges.

A. Appointment. Within thirty days after the effective date of this chapter, or any ordinance of the city council that provides for additional judges, the mayor shall appoint a municipal judge subject to confirmation by the city council.

B. Term. The appointment of judges under this chapter shall expire on December 31, 2029. Thereafter, all Auburn Municipal Court judges will be subject to election pursuant to RCW 3.50.055 and serve a four-year term consistent with RCW 3.50.040 and RCW 3.50.050.

C. Qualifications. A person appointed as a full-time judge shall be a citizen of the United States of America and of the State of Washington. The appointed judge shall also be an attorney admitted to practice law before the courts of record of the state of Washington. A judge of a municipal court must be a resident of King County or Pierce County.

D. Oath.

1. Pursuant to RCW 3.50.097, every judge of a municipal court, before entering upon the duties of the office, shall take and subscribe the following oath or affirmation:

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Washington, and that I will faithfully discharge the duties of the judge of the Municipal Court of the City of Auburn according to the best of my ability.”

2. The oath shall be filed in the office of the county auditor and with the city clerk.

E. Additional Judges.

1. Additional full- or part-time municipal judge positions may be filled when the public interest and administration of justice makes such additional judge or judges necessary and so long as that procedure is in compliance with state statutes, including but not limited to RCW 3.50.055.
2. Additional full- or part-time judges may be created only by ordinance of the city council.

F. Salary of Judges. The salary of a Municipal Court judge shall be set at 95 percent of the salary of a district court judge as set forth in RCW 43.03.012.

2.14.050 Independent judiciary.

The decisions, rulings, and judgments of the Municipal Court judge shall not be subject to oversight, revision, or influence by any other city office or personnel, including, but not limited to, the mayor or city council.

2.14.060 Judges pro tem.

A. Pursuant to RCW 3.50.090, the presiding Municipal Court judge may designate one or more persons as judges pro tem to serve in the absence or disability of the elected or duly appointed judges of the court, subsequent to the filing of an affidavit of prejudice, or in addition to the elected or duly appointed judges when the administration of justice and the accomplishment of the work of the court make it necessary.

B. The qualifications of a judge pro tempore shall be the same as for judges as provided under RCW 3.50.040, except that a judge pro tempore need not be a resident of the city or county in which the Municipal Court is located.

C. Judges pro tempore shall have all of the powers of the duly appointed or elected judges when serving as judges pro tempore of the court.

D. Before entering his or her duties, each judge pro tempore shall take, subscribe, and file an oath as is taken by a duly appointed or elected judge.

E. Judges pro tempore shall receive, and the city shall pay, compensation as fixed by ordinance.

2.14.070 Vacancy—Removal—Disqualification.

A. Vacancy.

1. Pursuant to RCW 3.50.093, any vacancy in the Municipal Court, due to death, disability, or resignation of a judge, shall be filled by the mayor for the remainder of the unexpired term.
2. The appointment shall be subject to the confirmation of the city council.
3. The appointed judge shall be qualified to hold the position of judge of the Municipal Court as provided in this chapter.

B. Removal. Pursuant to RCW 3.50.095, a Municipal Court judge shall be removed only upon conviction of misconduct or malfeasance in office or because of physical or mental disability rendering the judge incapable of performing the duties of the office; provided, that a Municipal Court judge is also subject to disciplinary actions by the commission of judicial conduct and the Washington State Supreme Court, as described in Chapter 2.64 RCW.

C. Disqualification. Pursuant to RCW 3.50.045, a Municipal Court judicial officer shall not preside in any of the following cases:

1. In an action to which the judicial officer is a party, or in which the judicial officer is directly interested, or in which the judicial officer has been an attorney for a party.
2. When the judicial officer or one of the parties believes that the parties cannot have an impartial trial or hearing before the judicial officer, the judicial officer shall disqualify himself or herself under the provisions of this section if, before any discretionary ruling has been made, a party files an affidavit that the party cannot have a fair and impartial trial or hearing by reason of the interest or prejudice of the judicial officer. The following are not considered discretionary rulings:
 - (a) The arrangement of the calendar;
 - (b) The setting of an action, motion, or proceeding for hearing or trial;
 - (c) The arraignment of the accused; or
 - (d) The fixing of bail and initially setting conditions of release.
3. Only one change of judicial officer is allowed by each party in an action or proceeding.
4. When a judicial officer is disqualified under this section, the case shall be heard before another judicial officer of the city.
5. For the purposes of this section, "judicial officer" means a judge, judge pro tempore, or court commissioner.

2.14.080 Disposition of revenue.

A. Costs.

1. Pursuant to RCW 3.50.100, costs in civil and criminal actions may be imposed as provided in district court.
2. All fees, costs, fines, forfeitures, and other money imposed by the Municipal Court for the violation of any municipal ordinances shall be collected by the court clerk and, together with any other noninterest revenues received by the clerk, shall be deposited with the city treasurer as a part of the general fund, deposited in such other fund of the city, or deposited in such other funds as may be designated by the laws of the state of Washington.

B. Except as provided in RCW 9A.88.120 and 10.99.080, the city treasurer shall remit monthly thirty-two percent of the noninterest money received under this section, other than for parking infractions, and certain costs to the state treasurer.

1. "Certain costs" as used in this subsection, means those costs awarded to prevailing parties in civil actions under RCW 4.84.010 or 36.18.040, those costs awarded against convicted defendants in criminal actions under RCW 10.01.160, 10.46.190, or 36.18.040, or other similar statutes if such costs are specifically designated as costs by the court and are awarded for the specific reimbursement of costs incurred by the state, county, or city in the prosecution of the case, including the fees of defense counsel.
2. Money remitted under this subsection to the state treasurer shall be deposited in the state general fund.
3. The balance of the noninterest money received under this section shall be retained by the city and deposited as provided by law.

C. Penalties, fines, bail forfeitures, fees, and costs imposed against a defendant in a criminal proceeding shall not accrue interest.

2.14.090 Municipal Court employees.

Pursuant to RCW 3.50.080, but subject to General Rule (GR) 29, all employees of the Municipal Court shall, for all purposes, be deemed employees of the City of Auburn. They shall be appointed by and serve at the pleasure of the presiding municipal judge.

2.14.100 Municipal Court seal.

Pursuant to RCW 3.50.115, the Municipal Court shall have a seal which shall be the vignette of George Washington, with the words "Seal of the Municipal Court of the City of Auburn, State of Washington," surrounding the vignette. All process from the court runs throughout the state. The Supreme Court may determine by rule what process must be issued under seal.

2.14.110 Suspension or deferral of sentences.

Unless otherwise provided by state law, the court shall have the following sentencing authority:

A. Except as provided in subsection B of this section, pursuant to RCW 3.50.320, after a conviction, the court may impose sentence by suspending all or a portion of the defendant's sentence or by deferring the sentence of the defendant and may place the defendant on post disposition supervision for a period of no longer than two years and prescribe the conditions thereof.

1. A defendant who has been sentenced, or whose sentence has been deferred, and who then fails to appear for any hearing to address the defendant's compliance with the terms of post disposition supervision when ordered to do so by the court, shall have the term of post disposition supervision tolled until such time as the defendant makes his or her presence known to the court on the record.

2. During the time of the deferral, the court may, for good cause shown, permit a defendant to withdraw the plea of guilty, permit the defendant to enter a plea of not guilty, and dismiss the charges. The court shall not defer sentence for an offense sentenced under RCW 46.61.5055.

B. Pursuant to RCW 3.50.330, for a period not to exceed five years after imposition of sentence for a defendant sentenced for a domestic violence offense or under RCW 46.61.5055 and two years after imposition of sentence for all other offenses, the court shall have continuing jurisdiction and authority to suspend or defer the execution of all or any part of the sentence upon stated terms, including installment payment of fines.

1. A defendant who has been sentenced, or whose sentence has been deferred, and who then fails to appear for any hearing to address the defendant's compliance with the terms of post disposition supervision when ordered to do so by the court, shall have the term of post disposition supervision tolled until such time as the defendant makes his or her presence known to the court on the record.

2. The jurisdiction period in this section does not apply to the enforcement of orders issued under RCW 46.20.720.

3. Any time before entering an order terminating post disposition supervision, the court may modify or revoke its order suspending or deferring the imposition or execution of the sentence.

C. Pursuant to RCW 3.50.340, deferral of sentence and suspension of execution of sentence may be revoked if the defendant violates or fails to carry out any of the conditions of the deferral or suspension.

1. Upon the revocation of the deferral or suspension, the court shall impose the sentence previously suspended or any unexecuted portion thereof. In no case shall the court impose a sentence greater than the original sentence, with credit given for time served and money paid on fine and costs.

2. Any time before entering an order terminating post disposition supervision, the court may revoke or modify its order suspending the imposition or execution of the sentence.

3. If the ends of justice will be served and when warranted by the reformation of the supervisee, the court may terminate the period of post disposition supervision and discharge the person so held. (Ord. 1582 § 1, 2022).

2.14.120 Penalty if no other punishment prescribed.

Pursuant to RCW 3.50.440, every person convicted by the Municipal Court of a violation of the criminal provisions of an ordinance for which no punishment is specifically prescribed in the ordinance is guilty of a gross misdemeanor and shall be punished by a fine of not more than five thousand dollars or imprisonment in city jail for a period not to exceed one year, or both such fine and imprisonment.

2.14.130 Criminal prosecution in city's name for violation of ordinances.

Pursuant to RCW 3.50.430, all criminal prosecutions for the violation of a city ordinance shall be conducted in the name of the City of Auburn and may be upon the complaint of any person.

2.14.140 Pleadings, practice and procedure.

Pursuant to RCW 3.50.450, pleadings, practice, and procedure in cases not governed by statutes or rules specifically applicable to municipal courts shall, insofar as applicable, be governed by the statutes and rules now existing or hereafter adopted governing pleadings, practice, and procedure applicable to district courts.