



**Planning Commission
Special Meeting
September 16, 2025 - 7:00 PM
City Hall Council Chambers**

MINUTES

PUBLIC PARTICIPATION

The City of Auburn Planning Commission Meeting was held in person and virtually.

CALL TO ORDER

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

ROLL CALL

Commissioners present: Chair Judi Roland, Vice Chair William Stewart, Julie Berry, Aaron Vanderpol, Lynn Walters, Kirk Hiller, and Ajay Ganesan.

Staff members present: Planning Services Manager Alexandria Teague, Senior Planner Dinah Reed, Senior Planner Alyssa Tatro, Planner II Gabriel Clark, Development Engineer Manager Shannon Howard, Deputy City Attorney Paul Byrne, Senior City Staff Attorney Chandra Hein, and Deputy City Clerk Rebecca Wood-Pollock.

PLEDGE OF ALLEGIANCE

Chair Roland led those in attendance in the Pledge of Allegiance.

AUDIENCE PARTICIPATION

No one came forward to speak.

APPROVAL OF MINUTES

- A. August 5, 2025 Draft Minutes from Planning Commission Meeting

Commissioner Walters moved and Vice Chair Stewart seconded to approve the August 5, 2025, Planning Commission Meeting minutes.

MOTION CARRIED UNANIMOUSLY. 7-0

DISCUSSION ITEMS

- A. **Annual Comprehensive Plan & Map Amendments (Clark)**

Discussion on the annual amendments for 2025.

P/T No. 1 Auburn School District 2025 Capital Facilities Plan

P/T No. 2 Dieringer School District 2025-2031 Capital Facilities Plan
P/T No. 3 Federal Way Public Schools 2026 Capital Facilities Plan
P/T No. 4 Kent School District 2024-2025 through 2030-2031 Capital Facilities Plan
P/T No. 5 Updates to the City of Auburn Capital Facilities Element
P/T No. 6 Updates to the Housing Element
P/T No. 7 Updates to the Housing Needs Assessment
P/T No. 8 Removal of the Core Plan
M No. 1 Comprehensive Land Use Map Correction

Planner Clark shared a presentation on the Annual Comprehensive Plan and Map Amendments, including an overview of the Policy/Text Amendments and Map Update, procedural steps, school district Capital Facilities Plans, the Capital Facilities Element, the Housing Element and Housing Needs Assessment, removal of the Core Plan, and the Land Use Map Amendment.

Commission discussed school districts, population growth, housing units, verbiage, and procedures.

B. Auburn School District Comprehensive Map Amendment & Rezone (Reed)

Proposed Comprehensive Plan Map Amendment under the Imagine Auburn Comprehensive Plan Update 2024, the current land use designation for the subject site is Neighborhood Residential Two, which is intended to accommodate a variety of residential dwelling types but does not permit schools. The Auburn School District No. 408 is requesting an amendment to the 2024 Comprehensive Plan to redesignate all the subject parcels to Public/Quasi-Public land use to support the development of a new middle school.

Planner Reed shared a presentation on the Auburn School District Comprehensive Map Amendment and Rezone, including an overview of the Private-Initiated Comprehensive Plan Map Amendment, land use designations, zoning map amendments, and staff recommendations.

Commission discussed City Ordinances, the next steps in the process, and school district jurisdictions.

C. Critical Areas Code Text Amendment (Tatro)

Proposed updates to the Critical Areas Ordinance, codified in Chapter 16.10 ACC. Update to align with Ecology recommendations and best available science; this update is required in 2025 by the Department of Commerce.

Planner Tatro shared a presentation on the Critical Areas Ordinance Update, including its background and purpose, key objectives, and updates to the Critical Areas Sections regarding Purpose and Intent, Definitions, Applicability and Regulated Activities, Exemptions and Nonconforming Uses, Classification and Rating of Critical Areas, Buffer Areas and Setbacks, Alteration or Development of Critical Areas, and Mitigation Standards. She also shared

updates regarding location and timing, replacement ratios, long-term protection, performance standards for the Mitigation Planning Section, the monitoring program and contingency plan, procedural provisions, the reasonable use provision, and the next steps in the process.

Commission discussed buffers, minimization measures, and replacement ratios.

D. Home Occupation Text Amendment (Clark)

Discussion of the additional proposed changes to the Home Occupation (Chapter 18.60 ACC) code recommendation made by the Planning Commission on August 5, 2025.

Planner Clark shared a presentation on the Home Occupation Code Update, including its background and purpose, a summary of the proposed Code changes, and staff recommendations.

Commission discussed home occupations and business license requirements.

PUBLIC HEARINGS

A. Home Occupation Text Amendment (Clark)

Planning Commission to hold a Public Hearing for the Home Occupation Text Amendment.

Chair Roland opened the Public Hearing at 8:09 p.m.

No one came forward to speak.

Chair Roland closed the Public Hearing at 8:10 p.m.

ACTION ITEMS

A. Home Occupation Text Amendment (Clark)

Planning Commission to recommend the City Council to review and adopt additional proposed changes to the Home Occupation (Chapter 18.60 ACC) code recommendation made by the Planning Commission on August 5th, 2025.

Commissioner Berry moved and Vice Chair Stewart seconded to recommend to City Council the adoption of the additional proposed changes to the Home Occupation Code as recommended by staff.

MOTION CARRIED UNANIMOUSLY. 7-0

ADJOURNMENT

There being no further business to come before the Planning Commission, the meeting was adjourned at 8:12 p.m.

APPROVED this _____ day of _____, 2025

JUDI ROLAND, CHAIR

Rebecca Wood-Pollock, Deputy City Clerk