



**Planning Commission  
Regular Meeting  
July 8, 2025 - 7:00 PM  
City Hall Council Chambers**

**MINUTES**

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**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, Julie Berry, William Stewart, Aaron Vanderpol, Lynn Walters, and Kirk Hiller.

Staff members present: Planning Services Manager Alexandria Teague, Senior Staff Attorney Taryn Jones, City Clerk Shawn Campbell, Senior Planner Alyssa Tatro, 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.

**AGENDA MODIFICATIONS**

Manager Teague shared that Vice Chair Sprague resigned his position on the Planning Commission and proposed adding a Vice Chair Election to the meeting.

**APPROVAL OF MINUTES**

- A. June 3, 2025 Draft Minutes from Planning Commission Meeting

Commissioner Walters moved and Commissioner Stewart seconded to approve the June 3, 2025 Planning Commission Meeting minutes.

MOTION CARRIED UNANIMOUSLY. 6-0

## **OTHER BUSINESS**

### **A. OPMA and PRA Training (Campbell)**

#### **Annual Open Public Meetings Act and Public Records Act Training**

City Clerk Campbell and Senior City Staff Attorney Jones provided the Commission with a presentation on the Open Public Meetings Act (OPMA), including an overview of definitions within the OPMA, public attendance and public comment, quorums, and violation penalties and consequences. They also provided the Commission with a presentation on the Public Records Act (PRA), including definitions within the PRA, records searches, and best practices.

The Commission discussed email communications, note-taking, transitory records, and record destruction.

### **B. Climate Implementation Plan (Tatro)**

#### **Introduction to the Climate Implementation Plan**

Planner Tatro and Consultant Nicole Gutierrez with Cascadia Consulting Group provided the Commission with a presentation on the Climate Element Implementation Plan (CEIP), including action prioritization, engagement and findings, CEIP actions, and next steps in the process.

The Commission discussed the requirements for other jurisdictions, heat maps, water conservation, low-impact development, success measures, and wildfire preparedness.

### **C. Planning Commission Vice Chair Selection**

Commissioner Walters nominated William Stewart as Planning Commission Vice Chair. Commissioner Berry seconded the nomination.

**MOTION CARRIES UNANIMOUSLY. 6-0**

## **COMMUNITY DEVELOPMENT REPORT**

Manager Teague shared that the Sound Transit Parking Garage is scheduled to open in 2027, the Auburn Way South U-Haul business is now open, the Downtown Theater is scheduled to open for bids in 2026, and STEP Housing Code was adopted. She also provided an update on the Comprehensive Plan, and addressed the open Planning Commissioner position.

Commission discussed the open Planning Commissioner position, a new lease signing, and the new Pickleball facility.

Manager Teague shared that the next Planning Commission Meeting will be held on August 5, 2025 and discussed the remaining scheduled meetings for the rest of the year.

**ADJOURNMENT**

There being no further business to come before the Planning Commission, the meeting was adjourned at 8:21 p.m.

APPROVED this 5th day of August, 2025

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JUDI ROLAND, CHAIR

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Rebecca Wood-Pollock, Deputy City Clerk