



November 26, 2007

MINUTES

I. CALL TO ORDER – 5:00 PM, COUNCIL CHAMBERS

Chair Lynn Norman called the meeting to order at 5:08 p.m. in the Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, WA. Committee members present were: Chair Lynn Norman and Member Wagner. Also present were Planning, Building and Community Department Director Cindy Baker, Development Services Coordinator Steve Pilcher, Planner Stacey Borland, Senior Planner Elizabeth Chamberlain, Environmental Protection Manager Aaron Nix, Finance Director Shelley Coleman, Financial Planning Manager Karen Jester, City Engineer/Assistant Public Works Director Dennis Selle, Assistant City Engineer Ingrid Guab, Parks, Arts & Recreation Director Daryl Faber, Economic Development Manager Dave Baron, Mayor Pete Lewis and Planning Secretary Kirsten Reynolds.

Committee members absent: Member Backus

Audience Members included: Jeffrey Mann, John Potts, Peter Di Turi and Ryan Hitt

II. APPROVAL OF MINUTES

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Member Wagner moved to approve the minutes from the November 13, 2007 meeting as submitted, seconded by Chair Norman.

Minutes approved unanimously 2-0.

III. ACTION

A. Ordinance No. 6138 – 2007 Comprehensive Plan Amendments

Senior Planner Elizabeth Chamberlain presented new maps and answered questions on the amendments from the summary table previously discussed. Ms. Chamberlain reviewed existing Multi Family developments on Lea Hill and proposed recognizing them for what they are, Multi Family; this way they do not have to be considered a non-conforming use. All other Moderate and High Density area were proposed to become Single Family Residential.

Based on public comment, one commercial area was being removed and implemented elsewhere, pending discussions with surrounding property owners. Ms. Chamberlain submitted a revised comment letter from an applicant who was in support of more commercial for the SE 304th Street and 132nd Ave SE area because of its close proximity form HWY 18 interchange.

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Chair Norman commented on the recommendations and completeness of the reviewed proposals; Council's next step would be to approve the revised proposals. Member Wagner asked staff to provide a better aerial picture of the 124th and 312th area and place them in all Council's in-boxes. This item will be brought back to PCD as action on December 10th.

IV. DISCUSSION

A. Budget Amendment #8 2008 Mid Biennial Correction

Finance Director Shelley Coleman answered questions about the 2008 Mid-term budget correction presented to the Committee. Several items were discussed including: the professional services and revenue from traffic photo enforcement. Director Coleman explained that the contract only covers contracted staff time which is paid for by the ticket revenue. Director Coleman will revisit the contract and distributed this information to the rest of Council for clarification.

Another question was raised on interfund printing services, increase allocation of Multimedia services expenses due to removal of VRFA allocation. Director Coleman explained that this is the same situation for the Information Systems Department because the Valley Regional Fire Authority (VRFA) was not utilizing all the services offered by Multimedia. This amount has to be reabsorbed by other departments.

The solid waste revenue must maintain a balance of one million dollars for working capital. Director Coleman estimated 2.2 million would be left over at the end of the year. On the same topic, the Information Services Department's capital balance came down from the previous year. Director Coleman explained that the capital accumulation was taken out of the Fire Department; the balance is the City's capital. The Fire relief and pension fund balance should state restricted as the City can not use those funds.

In the past the medical premiums have been paid with the fire relief and pension fund. With an increasing demand of claims the 2007 budget needed to be adjusted, as it is every two years, because this line item was under funded. This will be in front of Council on Monday, December 3, 2007.

Director Coleman announced there will be a supplemental budget amendments for 2007 and 2008 will be coming up.

B. Downtown Sidewalk Standards

Development Services Coordinator Steve Pilcher, City Engineer/Assistant Public Works Director Dennis Selle and Assistant City Engineer Ingrid Guab reviewed final revisions to the sidewalk design standards for implementation. The suggestion of the City Attorney is to take these downtown sidewalk standards through the Council as an action item with a revision to the design standards that would adopt the guidelines at full Council on Monday, December 3, 2007. Public Works Committee has asked for revisions to the cross sections

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shown on Page 5 which will be completed prior to the council meeting. Chair Norman thanked staff for their efforts and determined it was time to move this along for full Council review.

C. Code Revisions to ACC15.74 related to Land Clearing, Grading and Filling

Assistant City Engineer Ingrid Guab proposed some code changes needed to clarify when a land clearing or grading and filling permit is required for work being done on private property and when the work is exempt. The proposed changes included revisions to the fee schedule related to land clearing and grading/filling types of permits. Ms. Guab talked about past exemptions and discrepancies in the collected fees. This topic was brought to Public Works Committee in July 2007, there were some changes made; the Public Works Committee would like to see a more specific value for the performance guarantee section. Chair Norman asked about diseased trees; under section 25, staff clarified that there are some exemptions

within the code so that a permit is not required if ground cover and trees that are considered dangerous are to be removed. Other items talked about included exemption item O under extreme weather conditions and exemption item I trees located around driveways were taken out, staff clarified that the definition of a permanent structure was moved to the definitions section.

Chair Norman had concerns for people doing smaller projects, and felt Option 2 of the proposed grade/fill permit fee be used instead of Option 1 which was recommended by the Public Works committee.

There were concerns with being competitive and ensuring that land is being protected while allowing development. The different options were discussed, Option 1 is slightly higher than average fees overall compare to other jurisdictions, Option 2 is average with the surrounding jurisdictions and Option 3 uses a sliding scale to weight projects. Option 1 is a full cost recovery of staff expenses in processing these types of permits, Option 2 collects about half the costs and Option 3 collects approximately 2/3rds of the costs. Mayor Lewis stated everybody needs to understand the consequences of development and know how to pay for them. Ms. Gaub also indicated that the two highest jurisdictions in the survey had recently increased their fees and that this is more likely to be the trend with all agencies as the look at funding shortfalls and their costs for providing services on these types of permits. This item will be brought back for further review at the next meeting.

D. Parks Inventory – Active Park Space Matrix

Parks, Arts & Recreation Director Daryl Faber reviewed locations of athletic fields located within the City. Aerial maps were distributed. The Committee was looking at potential sites for open space improvements. The youth and adult baseball field needs have been met. The soccer fields are lacking; there are not good lighting and drainage conditions for the soccer fields. A list of opportunities were reviewed, overlays and drainage systems were discussed for improving the fields for multi use. Director Faber stated that this is the first

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year that fields have been utilized during the winter time. Chair Norman asked for numbers and possibilities of getting grants. Director Faber stated that Mt. Baker High School and YMCA could be good partnerships for improvements. Member Wagner inquired if there was a higher demand for one site or another. There was no real statistical information supporting this. Most people want to keep activities in the neighborhood. Jacobson Farm Creek site would be the best site for a multi purpose field that could serve the community well. The Tree Farm site will be expensive to develop but it is already owned by the City; this site would be a great area to improve. There were no further questions from the Committee.

Member Wagner asked staff to give more information to the rest of the Council members along with additional research and numbers involving trends and usage of the fields. Director Faber briefly talked about potential grants i.e. a \$300,000 local sports grant could be received twice.

E. Planning Commission's Recommendation on Senior Housing Parking Code Amendments

Planner Stacey Borland reviewed Planning Commission's (PC) recommendations from the November 7, 2007 public hearing relating to off-street parking requirements for senior living facilities. Ms. Borland reported on the discussion and recommendation of the code amendments, with the following changes:

- Under Section 18.52.020.A.7—change “two blocks” to “500 feet” (which is approximately two blocks downtown) in order to have a more defined distance.
- Under Section 18.52.020.D.1—increase the requirement for nursing home employee parking from “one space for each two employees” to “one parking space for each employee per employee shift” and the requirement of “one space for each three beds” was recommended to be changed to “one space for each four beds”.

Chair Norman asked about overlapping shifts; Ms. Borland replied this is a typical issue that all businesses have; however this proposal adds additional parking to the current code and should work its self out as there are other parking spots for visitors and residents. Definitions of Adult Family Homes, State law, resident parking and other text were discussed.

F. Planning Commission's Recommendation on Home Occupation Code Amendments

Planner Stacey Borland reviewed the Planning Commission's recommendations from November 7, 2007 public hearing. Staff suggested some code modifications that included: Discussion took place around times allowed for additional parking. A parking space would have to be provided for an employee. The Committee asked to have the word adequate replace with must provide off street parking for the employee on site.

Special Home Occupation Permits would become an administrative decision. This change was made because all the other revisions / clarifications were made. This still allows for

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the public to comment and appeal issues to the Hearing Examiner. PCD felt that by doing this it would take away the feeling of an open process and opportunity to be involved in the decision process. They asked for the hearings to be written back in to the code. Exempting B&Bs was OK. Sign size was discussed and Oked.

Member Wagner talked about the full time employee (FTE) – one non-residence employee on site at one time. Staff will make revisions to the home occupation code amendments and bring back to PCD for action.

G. Zoning for Lea and West Hill Annexation areas

Senior Planner Elizabeth Chamberlain reviewed testimony received at the Council's public hearing on November 20, 2007 about mobile home parks. Auburn Hills Mobile Home Park has already asking the City for a zoning change; the other mobile home park Collage Place has not requested a zoning change.

Currently mobile home parks are zoned all the same. Discussion took place around converting mobile home parks and state regulations such as relocation regulations. If the Lea Hill area is annexed with out a mobile home park plan the state would require the mobile home parks to come up with one. Director Baker talked about the state requirements and the downsides could be impact on lower income persons, increased traffic; there would be equal control regardless of when the requests come in for a rezone. Member Wagner expressed support for moving forward with the rezone to happen now. Director Baker outlines the State's requirements to find the residents a relocation site; often times the relocation sites are not located within the same community. Discussion took place around the families and communities that would be disrupted if relocation regulations took shape.

If the decision was to not include the Auburn Hills mobile home park rezone the individual property owner would come in after the first of the year and go through the site specific rezone process. PCD requested staff take action on option one. Staff will redo the two option maps, take them to Public Works Committee for additional feedback and then provide the maps to the rest of Council.

V. INFORMATION

- PCDC Status Matrix – the Matrix was reviewed and updated with the following items:
 - 1) Electronic Message Boards will come back to Committee in December;
 - 13) Environmental District / Green Zone Consultant Plan will have an update after the annual Council Retreat;
 - 14) Wayfinding update with dates and times for installation will come in a memo format at the next meeting;
 - 39) Sustainable Cities - what a Sustainable Plan would look like – this will be scheduled for discussion at the first COW meeting in March 2008. Planning staff was asked to bring examples on sustainability for review.

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Items to add to the Matrix for future focus:

- Identify the cost of establishing the City's carbon footprint.
- Universal parks (boundless playgrounds) with ADA accessibility and use – to be discussed in February 2008.
- 27) Add "heritage" to the topic of: Preserve heritage of Carnegie Library & Post Office. Discussion about establishing a plan at the February 25, 2008 meeting.
- Les Gove Community Campus: looking at a phase approach for the campus (add to comments on matrix). The plan will be ongoing improvements.

VI. ADJOURNMENT

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 7:10 p.m.

APPROVED THE _____ DAY OF _____.

Lynn Norman, Chair

Kirsten Reynolds, Secretary