



**DRAFT  
PLANNING & COMMUNITY  
DEVELOPMENT  
COMMITTEE**

**January 28, 2008**

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**MINUTES**

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

Chair Lynn Norman called the meeting to order at 5:00 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, Member Backus and Member Wagner. Also present were Planning, Building and Community Director Cindy Baker, Policy, Codes, Environmental Programs Manager Steve Pilcher, Senior Planner Chris Hankins, Director of Human Resources/Risk and Property Management Brenda Heineman, Risk Manager Rob Roscoe, Street Systems Engineer Seth Wickstrom, Economic Development Manager Dave Baron, Mayor Pete Lewis & Planning Secretary Kirsten Reynolds.

Audience Members included: Jake Dexter, Wayne Osborne

**II. APPROVAL OF MINUTES**

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Discussion/Clarification: Wayne Osborne, audience member, should be added to the official record.

Member Backus moved to approve the minutes from the January 14, 2008 meeting as submitted, seconded by Member Wagner

Minutes approved unanimously 3-0.

**III. ACTION**

**A. Resolution 4077 - West Main Public Art Project**

Director Daryl Faber informed the Committee that the West Main Art Project went over budget by \$9,083; originally the project was approved in 2006, it was supposed to be fast tracked but did not happen. The three elements that increased the cost of the project were attributed to the cost of steel increasing, redrafting the footings and storage of the dragonflies. The other costs associated with the project, not associated with the contract, were the cost of building the footings; this work has already been done so it just requires a budget line transfer.

Director Daryl asked PCD to authorize staff to amend the contract with Tom Askman and Lea Anne Lake dba Enigma Lake Art Co. by \$9,083 for completion of West Main Public Art Project.

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Chair Norman asked if this budget transfer needed to go through Full Council. Member Wagner asked for the breakdown of the costs. The storage and Insurance totaled \$4,383. The materials and engineering were combined into one fee.

Member Backus moved to support the transfer of the additional funds for the 2006 public art piece; seconded by Member Wagner

Motion was approved unanimously 3-0.

Member Backus moved to remove the Resolution No. 4077 from the action items on the PCD agenda; Member Wagner seconded.

Motion was approved unanimously 3-0.

**B. Ordinance No. 6162 - Manufactured Homes**

Policy, Codes, Environmental Programs Manager Steve Pilcher talked about this series of amendments to the Zoning Code and establishing siting and design standards. This would bring the code into consistency with state law.

Mr. Pilcher reviewed the Planning Commission's recommendations and revisions to the Ordinance:

Recommendation to add a definition for modular homes – to clarify the difference between a manufactured home and a site built home. The PCD Committee would like to see new language added that states "all other requirements of site built homes under the IBC or State Law would apply to the manufactured homes". Mr. Pilcher will make the changes and give the final draft in their boxes.

Under the development standards the PC recommended to add manufactured home along side the used mobile home; clarifying that a mobile home can not become a used manufactured home.

Member Backus moved to have Ordinance No. 6162 forward on to full Council with the suggested amendments; seconded by Member Wagner.

Motion was approved unanimously 3-0.

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**IV. DISCUSSION**

**A. Parking Spaces in Sound Transit Station - New item added at meeting**

Risk Manager Rob Roscoe came to the table at the request of PCD to talk about the City's costs for the parking spaces located in Sound Transit's garage. Mr. Roscoe informed the Committee that each space incurs an annual maintenance cost of \$550. Discussion took place around the new parking permits being sold versus the actual costs to the City. Mayor Lewis talked about recouping the maintenance costs to help fund future parking. The cost of the permits being sold is approximately \$5 per a day.

**B. Resolution No. 4302 - Waiver of Permitting fees –**

Director of Human Resources/Risk & Property Management Brenda Heineman talked about having this as a Resolution; some cities do this as an internal policy. Because impact fees can not be waived it would prove to benefit the tax payers to waive the permit and building review fees for city projects; tax payers are already paying for administrative services. This would be fewer costs for the tax payers and help get public projects done. Clarification was made that on any and all public project the City must be the sole proprietor; no outside partnerships would be allowed to participate in this process.

Members of the Committee were in agreement and expressed support of this idea.

**C. 2008 Save Our Streets Program –**

Street Systems Engineer Seth Wickstrom came to the table to answer any questions the Committee had regarding the proposed streets to be overlaid in 2008. Mayor Lewis asked for the downtown streets to be identified; there was a commitment made last year that at least one of the downtown streets would be worked on. The downtown streets were taken off the map so Mayor Lewis identified the following areas that could fit the bill: M Street to Auburn Ave and from Hwy. 18 to 8<sup>th</sup> Street. Chair Norman inquired about the total dollar amount – Mr. Wickstrom stated it equaled approximately nine miles. Part of the funding will come from the General Fund and part is REET funded.

**D. Electronic Message Boards –**

Policy, Codes, Environmental Programs Manager Steve Pilcher and Senior Planner Chris Hankins reviewed the Planning Commission's (PC) public hearing and recommendations on proposed code changes:

1) Location - PC recommended allowing the signs in the C1 zones along collector, minor or principal arterial streets. They also wanted to apply the same locational restriction in the Institutional (I) zones.

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- 2) Allow the signs in the Institutional zones with restricted the location to the arterial street frontages and restricting the hours of operation between 10:00 a.m. – 6:00 p.m.
- 3) Staff to make determination that the 8,000 nit is acceptable and does not conflict with any health, safety or energy related issues.
- 4) Staff to provide a legal check on the amortization provision regarding its implementation.

Discussion took place around the signs being located in the downtown core and the staff time spent on the project. The main issue was the importance of the look and feel of downtown. The Committee would like to move forward with not allowing the signs in the DUC zone and agreed with the Planning Commission's recommendations.

Also discussed the C1 zones along Auburn Way North and South. Staff will make the changes and bring this back for review at the next meeting. A column will be added each time there's a change, documenting the series of changes.

**E. Business License Fees –**

Policy, Codes, Environmental Programs Manager Steve Pilcher asked for direction on increasing certain license fees and relocating fees from City Code to the City's fee schedule.

Mr. Pilcher proposed raising the initial business license fee from \$50 to \$100. Collectively it takes approximately two hours of staff time to set up a new business license. The renewals take approximately 15 to 30 minutes. The fees haven't been raised in five years.

The original idea of tracking business licenses was to find out who and what businesses are operating in our community and to recover the costs associated with the intake. Member Wagner expressed concerns of raising the fee for small home businesses; it should not become a hardship.

Mayor Lewis asked staff to create a chart that shows everyone involved in setting up a new business license and what the actual costs are in setting them up; the list should compare the fees from surrounding Valley Cities and Federal Way.

**F. Business Improvement Area (BIA) Fees –**

Policy, Codes, Environmental Programs Manager Steve Pilcher talked about the history of the BIA fees and last years rate increase. The Ordinance was never put in to the City Code. Chair Norman talked about the history how the

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BIA was originally set up; there needed to be at least 60% of the downtown businesses on board to get this started. The City had to be the conduit ensuring that the fees were collected then given back to the Association to be used. The intent was to have joint activities and advertising paid for to promote events and the downtown businesses. The BIA was discussed; they set the rate and provided oversight. The ADA set the budget and decides the program; they were not allowed to manage their own money.

Chair Norman felt the ADA's history is vital to understand before moving forward. The group is getting very fragmented; involvement is sparse in the group. Mayor Lewis asked Chair Norman to spread the word to any ADA members that haven't been involved to get involved now. Mr. Pilcher will bring the whole RCW for review; more information and legal will be present on this topic.

**V. INFORMATION**

- A. Chair Norman discussed a letter received from the Pierce County Regional Council asking for elected official nominations to serve on the Zoo Authority. This letter will be brought to the Committee of the Whole.
- B. Chair Norman had several topics of discussion from the community:
- 1) Who do residents go to for requesting street lighting in the new annexation areas? Mayor Lewis stated they should first call his office with the specific request.
  - 2) How the Urban Separator requirements work and if residents have another process to go through for development? Staff will provide more information to PCD on this subject at the next meeting on February 11, 2008.
  - 3) Green zone – still looking for the right consultant to follow through with the project.
  - 4) Vision 2040 draft was approved at the Growth Management Board. Chair Norman talked...have specifics on what could be done – work with staff.
- C. The PCD Matrix was reviewed only for items needing to be updated.  
\* Member Wagner noticed that the Farmers Market was added; he would like to see the vision of the market and division of responsibilities. This topic will be on the next meeting agenda; Mayor Lewis will invite Councilmember Pelosa to be present on February 11, 2008.
- D. Code Update – Steve Pilcher talked about meetings that have been happening. The first meeting included a half dozen people from the development community and the second meeting incorporated the small business owners. Staff facilitated the meetings to gather information from the groups on how the city code has been useful and how staff can make improvements to the code.

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**VII. ADJOURNMENT**

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 6:55 p.m.

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_  
Lynn Norman, Chair

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Kirsten Reynolds, Secretary