



**DRAFT  
PLANNING & COMMUNITY  
DEVELOPMENT  
COMMITTEE**

**February 11, 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, Director of Human Resources/Risk and Property Management Brenda Heineman, Storm Drainage Engineer Tim Carlaw, Transportation Planner Joe Welsh, Environmental Protection Manager Aaron Nix, Sewer Utility Engineer Bob Elwell, Water Resources Tech Diane Klavano, Economic Development Manager Dave Baron, Mayor Pete Lewis & Planning Secretary Kirsten Reynolds.

Audience Members included: Wayne Osborne, Shaun Schuller, Ron Harpel

**II. APPROVAL OF MINUTES**

January 28, 2008

Discussion/Clarification: Under the 2008 Save Our Streets program there was one correction in the language to state " Chair Norman inquired about the total miles". Under Electronic Message Boards the correction was that the signs would not be allowed in the DUC zone at all.

Member Backus moved to approve the minutes from the January 28, 2008 meeting as amended, seconded by Member Wagner

Minutes approved unanimously 3-0.

**III. ACTION**

**A. Resolution No. 4306 - BLRB Agreement for Community Center –** Human Resources Director Brenda Heineman explained this agreement for Les Gove Campus expansion including a Community Center and Gymnasium has been discussed at Finance and the Community Center Committees. Member Wagner clarified there were no further changes made to the budget.

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Member Wagner asked about the plan for parking and traffic studies based on the space needs already identified. Ron Harpel with BLRB Architects spoke about the first step is to get through pre-application process with site planning/development. There are 360 spaces planned for the main community space; other parking required by the City still needs to be determined. There was language in the pre-application about shuttles, satellite or joint use parking within walking distance. Chair Norman pointed out a subtotal under the signage section that did not match up.

Member Backus moved to forward Resolution No. 4306 to full Council; Member Wagner seconded.

Motion was approved unanimously 3-0.

**B. Ordinance No. 6161 - Amending Chapter 15.68 of the Auburn City Code relating to flood hazard areas -**

Storm Drainage Engineer Tim Carlaw answered questions from the Committee regarding the Flood Hazard Areas.

Member Backus asked about 15.68.060 letter E – the question was asked what to do about daylight basements. Mr. Carlaw stated most of the language came from the State's mode; he will research the question and report back.

Interpretation of language throughout the Ordinance was discussed. Member Wagner asked staff to make sure all the language regarding daylight basements were copasetic throughout the Ordinance. Other topic of clarification made by Member Wagner included:

- "FIRM" = Flood Insurance Rate Map was clarified
- Manufactured Homes – If less than 50% renovation, the rules do not apply. Substantial improvements were defined as 50% under Item R.
- Compensatory storage requirements – If adopted, Mr. Carlaw explained citizens would get extra points if required (5% reduction on insurance rates for people in the floodplain). Class 5 would be a 25% reduction if this is moved forward by the City.

Discussion took place about filling floodplains. During the 1980's the State's responsibility was transferred to the local jurisdictions.

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Chair Norman commented that she did not feel comfortable with the statement that this was the "best available information".

Member Backus moved to forward Ordinance No. 6161 to full Council; seconded by Member Wagner.

Motion was approved unanimously 3-0.

**C. Ordinance No. 6166 – Electronic Message Boards**

Policy, Codes & Environmental Programs Manager Steve Pilcher came to the table to further answer questions from the Committee. Members asked to amend the following items:

- Item F – remove DUC and item I DUC zone.
- Amortization - language to read as "lighting and display".
- Height – limiting to 18 ft. was ok for everything except C1, the C1 zone should be the same height as all the others. Do not reduce the sign height in the C3 zone from 30 ft. to 25 ft. –drop the underlined sentence. Also take out under Item 2b and 3b.
- Chair Norman asked staff to send the final version to the Ad-Hoc Committee and let them know when it will be moving forward to Council.

Backus moved to forward Ordinance No. 6166 on to full Council; seconded by Member Wagner.

Motion was approved unanimously 3-0.

**IV. DISCUSSION**

**A. Farmers Market –**

Councilmember Pelozo talked about the Farmers Market Committee meetings that have been taking place. Some key partners include, but are not limited to representation from King County Agriculture, Auburn Public Health, local business owners, Algona and Pacific Councilmembers, a local attorney and other volunteers.

The mission statement was completed and a timeline developed. There is a model business plan that the Committee will be utilizing. Phone calls have been made to local farmers to gauge the interest in this concept; there has been at least 50 percent interest from the farming community.

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There are a couple of opportunities for grants – Farmers Market Promotion Program (FMPP) due on March 24<sup>th</sup>; staff will be working on meeting the deadline with the help of the Committee. Another possible grant opportunity is through WIC – Women, Infants and Children.

Also being researched is the opportunity to become a satellite market of another market in the area. There has been some outreach for a market manager. Councilmember Pelosa stated until there is full blown interest from the farmers this will not move forward. There was discussion around inviting the Pea Patch group to be involved.

Councilmember Pelosa will place the Frasure B.C. Business Plan in the Committee's boxes.

**B. Ordinance No. 6154 –**

Transportation Planner Joe Welsh talked about the commercial loading zone located on A Street NE. This is a public zone that could possibly be used by multiply businesses. Cascade has found the situation to be difficult to have both a loading zone and have there business operate. The City has focused on getting other businesses to have a loading zone especially car dealers.

Mr. Welsh is doing research on how to best handle loading zones in the downtown core. Cascade has asked for a site adjacent to their site on A Street NE just south of 3<sup>rd</sup> Street. Mr. Welsh asked for the Committee's perspective on this. Loading zones are not used as parking stalls and takes up 60 feet on average; they can range from 30 – 100 feet. Member Wagner would like to see a definition designed for Auburn's loading zones since there isn't one nationally.

Chair Norman asked to have loading zones added to PCD Matrix; what should loading zones would look like.

Mr. John Schuler was present from Cascade Orthopedics. Mr. Schuler talked about the space in this loading zone does not taking up developable space because it used to be an entrance from the previous lot.

Mr. Welsh was asked to check on Item B and D that are marked "reserve". The Committee gave their support of Ord. No. 6154.

**C. Fats, Oils, & Greases (FOG) Control Program –**

Sewer Utility Engineer Bob Elwell and Water Resources Tech Diane Klavano talked about the FOG program; the FOG Control Program aims to reduce fats, oils and greases output from large commercial kitchens through adoption

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of individualized control plans.

Mr. Elwell explained when FOG that enters the City's sewer system it can reduce the capacity of the pipes, causing maintenance and backups. Crews have been good at identifying the common back up lines and have performed frequent cleanings. Backups have been identified in the Counties lines which could come back to the City with increased rates.

The objective is to reduce the about of FOG that enters the system. Ms. Klavano did research at neighboring jurisdictions; Tacoma, Puyallup, Bellevue and Seattle are other jurisdictions that have implemented this same program. Each place of business will have to have a control plan. The City would do inspections to make sure the plans are being followed. The timeline for implementation is to have a FOG control plan during the next round of business license renewals (2008). In 2009 the businesses would have to have an approved FOG control plan to get their business license renewed; if the plan is not approved code enforcement would be brought in. There would be no cost for the inspections but staff time will increase. Ms. Klavano clarified there are currently 285 sites that would require these plans and inspections.

Discussion took place around how the inspections would be funded and the possibility of self certifications was a possibility, i.e. an independent contractor could sign off on the inspections. Further discussion took place around how the grease currently gets emptied and put in the garbage/landfill. The Committee felt there needs to be more options for the removal and disposal. Committee felt that this program should also be enforced with temporary businesses, such as festival food stands.

**V. INFORMATION**

**A. Director's Decisions:**

- A minor adjustment was determined for the preliminary plat of Lakeland Area 9 by Director Baker. The revised map was displayed showing the new access. The Committee was interested in getting more information on the differences between "hammerhead" and "panhandle" shaped parcels.

**B. Other Information:**

- Chair Norman asked staff to provide more information on the following topics:
  - Urban Separators – more information
  - PODs – not meant for permanent structures
  - BIA RCW's – provide hardcopy

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- Chair Norman asked what citizens should do about air pollution from fireplaces – Staff responded that citizens should contact the County or the EPA if there are concerns.
- Mayor Lewis showed appreciation to the Councilmembers for new ideas to preserve the neighborhoods around the downtown area but ensuring that the actual downtown area is to have higher density.

- C. PCDC Status Matrix:  
The matrix was reviewed and updated.

**VII. ADJOURNMENT**

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 6:40 p.m.

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

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Lynn Norman, Chair

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Kirsten Reynolds, Secretary