



**Planning Commission Meeting
June 4, 2024 - 6:00 PM
Special Meeting - City Hall Council
Chambers
MINUTES**

I. VIRTUAL PARTICIPATION

A. Public Participation Information

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

II. CALL TO ORDER

Chair Judi Roland called the meeting to order at 6:02 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street.

A. ROLL CALL/ESTABLISHMENT OF QUORUM

Commissioners present: Chair Judi Roland, Vice Chair Phillip Stephens, Julie Berry, Kent Sprague, William Stewart, Aaron Vanderpol, and Lynn Walters.

Staff members present: Acting City Attorney Doug Ruth, Senior Planner Josh Steiner, Sewer Utility Engineer Robert Elwell, Storm Drainage Utility Engineer Tim Carlaw, Planner Gabriel Clark, Development Engineer Manager Steve Sturza, Utilities Engineering Manager Ryan Vondrack, Parks Planning and Development Manager Thaniel Gouk, Records Clerk Gerri Blackwell, and Deputy City Clerk Rebecca Wood-Pollock

B. PLEDGE OF ALLEGIANCE

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

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MINUTES

A. May 7, 2024 Draft Minutes from the Special Planning Commission Meeting

Vice Chair Stephens moved and Commissioner Sprague seconded to approve the May 7, 2024 Planning Commission Meeting Minutes.

MOTION CARRIES UNANIMOUSLY. 7-0

V. OTHER BUSINESS

A. Presentation Overview (Steiner)

Staff will provide a brief overview of upcoming Element Presentations and Public Hearing schedule.

Senior Planner Steiner shared an update on the schedule for the future presentations on Comprehensive Plan Elements and Public Hearing schedule.

B. Public Works Comprehensive Plan Schedule Update (Gaub)

Update to Comprehensive Plan schedule for remaining Public Works items.

Assistant Director Sweeting shared a presentation with the Commission on the Public Works Comprehensive Plan Schedule Update, including changes to the Public Hearing schedule.

C. Comprehensive Plan Adoption Process Changes (Teague)

Discuss options for how Planning Commission will adopt Comprehensive Plan packages in 2024.

This item was addressed after the Sewer Element Public Hearing.

Senior Planner Steiner discussed the Comprehensive Plan Adoption Process Changes, including a proposal from staff to continue all Public Hearings through July 16, 2024 and hold on the acceptance of Water and Sewer Elements to a later date, the process for having the Community Development Comprehensive Plan Elements approved by City Council, other Departments' continuation of Element presentations, and changes to the Comprehensive Plan Adoption process.

D. Rules and Procedures Updates for 2024 Meetings (Teague)

Introduce and discuss options for continuing two meetings per month, with 6:00 p.m. start time, through the rest of 2024.

This item was addressed after the Sewer Element Public Hearing.

Manager Sturza discussed updates to the Rules and Procedures, including moving the public hearing and deliberation for each element to directly after the presentation, a new start time of 6:30 p.m., and scheduling two meetings per month.

Vice Chair Stephens moved and Commissioner Sprague seconded to suspend the Rules of Procedure to address changing the start time and frequency of regular meetings.

MOTION CARRIED UNANIMOUSLY. 7-0

Commission discussed verbiage of the proposed rule amendments

and the proposed new start time.

Vice Chair Stephens moved and Commissioner Vanderpol seconded to amend the Rules of Procedure to hold two regular meetings on the Tuesday following the first Monday of each month and the Tuesday following the third Monday of each month, and shall be open to the public. The meeting shall convene at 6:30 p.m., unless otherwise directed by the Secretary or the Chair. After December 31, 2024, Regular meetings shall be held on the Tuesday following the first Monday of each month and shall be open to the public. The meetings shall convene at 7:00 p.m., unless otherwise directed by the Secretary or the Chair.

MOTION CARRIED UNANIMOUSLY. 7-0

E. PROS Plan Element (Gouk)

Staff presentation of the proposed changes to the PROS Plan Element.

Director Faber, Manager Gouk, and SCJ Alliance Consultant Chris Overdorf shared a presentation with the Commission on the Parks, Recreation, and Open Space (PROS) Plan Element, including the work plan, physical context, the public's demands and needs, level of service and land development, the Capital Improvement Program, and Park Impact Fees.

The Commission discussed land development, the finalized PROS Plan Element, park development updates, park requirements for Homeowners Associations and housing developments, funding sources for the Capital Improvement Plan, and grant funding.

F. Storm Element (Carlaw)

Staff presentation of the proposed changes to the Storm Element.

Engineer Carlaw provided a presentation to the Commission on the Storm Element, including an overview of the Auburn Comprehensive Plan Elements, Plan development progress, a storm drainage utility introduction, an overview of the chapters of the 2024 Storm Drainage Comprehensive Plan, and the next steps in the process.

The Commission discussed population density, video monitoring, flood control, bioswales, unique challenges for the City to meet mandates, water mitigation, and financial aspects of the Comprehensive Plan.

G. Transportation Element (Sweeting)

Staff presentation of the proposed changes to the Transportation Element.

Assistant Director Sweeting shared a presentation with the Commission on the Transportation Element, including an overview

of the Plan, regulatory requirements, key goals and policies, an overview of the Multimodal Level of Service (MMLOS) Standards, a summary of the MMLOS Concurrency Approach, the potential implications of the proposed changes, capital projects to address growth and development and where they can be located on the City's website, and the next steps in the process.

The Commission discussed travel mode shifts, roundabouts, middle housing in the Lea Hill neighborhood, walkability of the Lakeland Hills neighborhood, parking, and transportation routes.

VI. PUBLIC HEARINGS

A. Sewer Element (Elwell)

Public Hearing for the public testimony and Planning Commission deliberation on the Sewer Element.

There was no public comment regarding the Public Hearing.

Sewer Utility Engineer Elwell provided a recap of the Sewer Element Presentation, including an update to the schedule.

Chair Roland closed the Public Hearing at 8:26 p.m.

VII. ADJOURNMENT

There being no further business to come before the Planning Commission, the meeting was adjourned at 8:49 p.m.

APPROVED this 2nd day of July, 2024.

JUDI ROLAND, CHAIR

**Rebecca Wood-Pollock,
Deputy City Clerk**

The City of Auburn Planning Commission is a seven member advisory body that provides recommendations to the Auburn City Council on the preparation of and amendments to land use plans and related codes such as zoning. Planning Commissioners are appointed by the Mayor and confirmed by the City Council.

Actions taken by the Planning Commission, other than approvals or amendments to the Planning Commission Rules of Procedure, are not final decisions; they are in the form of recommendations to the city council which must ultimately make the final decision.