

CITY OF AUBURN
REQUEST FOR PROPOSALS (RFP)
Auburn Downtown Plan & Planned Action EIS
Proposals Due: January 13, 2022

The City of Auburn is soliciting Proposals from qualified consulting teams to provide professional services for the planning, analysis, technical documentation, final documentation, and environmental study for the Auburn Downtown Plan & Planned Action EIS.

One electronic copy (PDF) of the Proposal shall be emailed to jsteiner@auburnwa.gov on or before 4:00 pm, Friday, January 13, 2022 with a subject line “Proposal – Auburn Downtown Plan & EIS”. Questions regarding this solicitation should be directed to Josh Steiner, Senior Planner, by email only at jsteiner@auburnwa.gov.

Additional information for the project is available on the City’s website, <http://www.auburnwa.gov/bids>.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below. Although the use of subconsultants is recognized as being necessary for a multidiscipline project, the City’s preference is for the lead consultant to have the majority of the work performed in-house with minimal sub-consultant support.

Any clarifying questions should be sent electronically to jsteiner@auburnwa.gov prior to NOON on Tuesday, December 28th, and responses to all questions will be posted to the advertisement on the city’s website by 5:00 p.m. December 31st.

PROJECT DESCRIPTION

The City of Auburn was founded in 1891 and has grown to become the fourteenth largest city in the state of Washington. Multiple periods of growth can be observed in the many regions of Auburn, including early 20th century neighborhoods, mid-century growth, and the annexation of rural county lands in the early 21st century has resulted in over 29 square miles of housing growth representing many different styles and eras.

Our Auburn Downtown Plan & EIS was adopted in 2001, and has provided the framework for development of our downtown over the past 20-years. However, the document is now reaching the end of the planned time period and the City has changed quite a bit over that time. The revised Auburn Downtown Plan is envisioned to supplement the existing plan by providing a refreshed perspective of the land use, development, and transportation options serving the downtown area.

In 2021, the state legislature adopted appropriated grant funding in the amount up to \$250,000 for cities to facilitate transit-oriented development in areas with bus rapid transit, high frequency bus service, or park and ride lots. The City of Auburn was awarded \$250,000 to refresh the city’s Auburn Downtown Plan and develop a planned action EIS.

Transit-Oriented Development Implementation efforts are to be focused on reviewing zoning in areas served by transit and to study environmental impacts of planned development in advance to streamline permit processing times. This will also allow the City to plan for higher levels of

development in our Downtown Urban Center designated area which leverages investment in public transportation and provides an efficient way to absorb a portion of the state's expanding population while minimizing traffic and costly sprawling development.

The final Auburn Downtown Plan & EIS will be required to be in compliance with state law, including adoption of grant-funded actions by City Council no later than June 15, 2023. Funding is provided by the Washington State Department of Commerce. The total available budget for this item is approximately \$225,000 and any proposals must have a not to exceed amount no higher than the budgeted amount.

The current Auburn Downtown Plan & EIS (2001) can be found here:

<https://weblink.auburnwa.gov/External/docview.aspx?dbid=0&openfile=true&id=167764>

SCOPE OF WORK

Attached to this advertisement is a copy of the application for Transit-Oriented Development Implementation (TODI) funding, which explains in greater detail both the scope of work and intent for the Auburn Downtown Plan and Planned Action EIS. The revised Auburn Downtown Plan is envisioned as a supplement to the original 2001 plan, and provides updates to specific sections of the 2001 plan. The City is interested in incorporating information and best practices from other recent Puget Sound downtown plans, and are looking for the Consultant to provide this guidance. Key elements include:

- Assess existing conditions in the Downtown Urban Center (DUC) to identify opportunities for updating the Auburn Downtown Plan, including:
 - Recent policy updates and analysis from the Housing Action Plan
 - Reconsideration of Comprehensive Plan map land uses in the downtown/regional center including identification of opportunities to expand DUC zoning designation
 - Incorporate existing transportation facilities implemented since the Plan was last updated in 2001
 - This effort will further refine the scope of work for updating the Plan
- Identify strategies and practical solutions to ensure the Downtown Urban Center retains its Regional Growth Center designation, including development of a Market Study.
- Identify strategies to implement land use and housing code in the Downtown Urban Center to ensure a mix of transit-oriented development housing types for a diverse population in the Downtown Urban Center. Note opportunities to enhance the City's Downtown Design Standards.
- Stakeholder engagement will be required as a part of the revised Auburn Downtown Plan, which may include but is not limited to city elected officials, non-profit developers, for-profit developers, city residents and workers, advocacy groups, and other housing experts and interested parties. The City most recently used '*Bang the Table*' for online engagement, for [Housing Action Plan](#) outreach.
- Ensure proposed DUC land use changes are feasible based on planned transportation facilities, transit plans, utility capacities, and City department Comprehensive Plan policies.
- The re-envisioned Auburn Downtown Plan & EIS work will be conducted concurrent with Housing Action Plan Implementation recommendation analysis and the City's Periodic Comprehensive Plan Update. There is considerable overlap between these projects, and the selected team will have strategies to ensure consistency among them all.
- **Deliverables must include:**
 - Auburn Downtown Plan supplemental update, which builds from the successful implementation of the previous 2001 plan while ensuring this new document is current with local, regional, and state requirements as well as current planning and

engineering trends. Emphasis should be placed on ensuring transit-oriented development strategies, techniques, and policy recommendations are described.

- Market Study of the Downtown Urban Center to determine to existing and future activity unit levels to ensure Comprehensive Plan land use for this area plans to meet PSRC identified Regional Center targets.
- Population and employment growth targets, and related land use and zoning designations, for use in Comprehensive Plan land use forecasts.
- Planned Action EIS for the downtown subarea to streamline permitting within the study area.
- Presentation to Planning Commission and City Council (either by Consultant, Staff, or Both) and preparation of supporting materials.

PROPOSAL ELEMENTS

Each proposal is limited to a maximum of six numbered pages of content (excluding only the cover and any dividers) (minimum font size 10 Arial), and should address the following items relative to the project description:

1. Identify the Project Team, including use of any sub-consultants the firms expertise and experience with similar project designs within the last 5 years. Please include the following information:
 - Project name and location
 - Provide detailed Project Costs by task and team member
 - A brief description of the project
 - Identify the firm's role in the project
 - Project Team Member roles in the project
 - A project reference and contact phone number.
2. List and describe briefly what you think are important issues or project constraints, and identify the attributes of your firm that may set it apart, or make it particularly well-suited to address the issues.
3. The Project Team's anticipated Project Schedule.
4. Describe specific lessons learned by your firm/team regarding similar projects and what those lessons learned taught the team.
5. Your firm's process/procedures for providing quality assurance/quality control throughout the life of the project.

SELECTION PROCESS AND EVALUATION CRITERIA

You have been solicited with this proposal based on your inclusion on and statement of qualifications within our Consultant Roster. Evaluation of proposals will be based on the following criteria:

1. Project Team Qualifications (20%)
2. Knowledge of Important Issues (20%)
3. Anticipated Project Schedule (20%)
4. Lessons Learned (20%)
5. Quality Assurance / Quality Control Plan (20%)

Following the evaluation of the Proposals, the City may interview up to 3 of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience with similar projects and overall project approach.

SELECTION SCHEDULE

The City's proposed schedule for Consultant selection, subject to change, is as follows:

Issue Request for Proposals	December 17, 2021
Deadline for Submittal of Proposals	January 13, 2022 @ 4:00 pm
Preliminary Selection of Firms	January 18, 2022
Notify Firms Chosen for Interviews	January 20, 2022
Consultant Interviews	Week of January 24, 2022
Final Selection of Consultant Firm	February 1, 2022
Execution of Consultant Agreement	February 2022

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty 30 days after the award of the proposal.

Persons with disabilities may request this information be prepared and supplied in alternative forms by calling 253-931-3010.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age, or handicap in consideration for a project award.

Transit -Oriented Development Implementation (TODI) Grant Application Form

Summary Page

Name of Jurisdiction(s)	City of Auburn
Total Funding Request	\$250,000

Describe the proposed action your city will take to facilitate transit-oriented development:

The City of Auburn adopted the Auburn Downtown Plan and EIS in 2001, providing direction for the development of the downtown area over the past 20 years. While this plan has been highly successful due to the dedication of time, financial commitments, and contributions from the community, we are now ready to plan for the next 20 years. The City of Auburn proposes to create a Subarea Plan and Planned Action Ordinance for the downtown area, which represents a full update and rethinking of the Auburn Downtown Plan and EIS to incorporate changing conditions and characteristics, and new community and staff visions for downtown, building from 20 years of implementing the previous plan.

What transit service will this proposal be focused around? (light rail and other fixed guideway rail systems, bus rapid transit, high frequency bus service, or park and ride lots)

This downtown area is currently served by Sounder service, multiple Sound Transit and King County Transit buses operating at least every 30 minutes during peak periods and will be served by RapidRide I Line high-capacity transit service by 2024.

Identify what level of environmental analysis you propose with the above action:

Planned Action EIS

1. Jurisdiction Information

Applying Jurisdiction	City of Auburn		
Joint Applicants	<i>If two or more cities are jointly applying and collaborating on this grant, please duplicate this page and submit a page for each city. Duplicate pages for jurisdiction information will not count towards page limit. Please indicate which city is the "lead" city for purposes of the grant.</i>		
Project Manager	<i>If submitting a joint application, this designated lead person will be responsible for keeping the other participant city contacts informed about the grant.</i>		
Name (Lead Contact)	Josh Steiner		
Title	Senior Planner		
Department	Community Development		
Mailing Address	25 W Main Street		
City	Auburn		
State	WA	Zip Code	98001-4998
Telephone Number	253-804-5064		
Email	jsteiner@auburnwa.gov		
Financial Contact	<i>Please provide name and contact information for the person who will be responsible for receiving and accounting for the grant funds.</i>		
Name	Consuelo Rogel		
Title	Financial Analyst		
Department	Finance		
Telephone Number	253-804-5023		
E-mail	crogel@auburnwa.gov		
Unified Business Identifier (UBI) Number	171-000-010		
Statewide Vendor (SWV) Number	WEV0002069-00		
Authorized Official	<i>The name and title of the office authorized to sign the grant agreement on behalf of the city.</i>		
Name	Nancy Backus		
Title	Mayor		

2. Scope of Work and Project Schedule

Provide a proposed scope of work, detailing the grant objective (project), actions, steps and deliverables. Instructions are in the Grant Application Instructions.

All grant deliverables must be submitted by June 15, 2023.

If you propose multiple grant objectives, actions, steps or deliverables, please copy and paste the appropriate rows below. There must be at least two deliverables for each grant objective (draft and final). The example scope of work from the grant instructions is included at the end of this document if a city wishes to copy portions or all of that material into this table.

Grant Objective 1: Update Downtown Auburn Plan/Final EIS to incorporate Housing Action Plan analysis and recommendations, new connections to High Capacity Transit, and identify additional opportunity areas

Steps/ Deliverables	Description	Start Date	End Date
Action 1	Existing Conditions, Draft Plan	Jan 2022	Nov 2022
Step 1.1	Assess Existing Conditions	Jan 2022	April 2022
Deliverable 1a	Existing Conditions Draft Report		April 30, 2022
Step 1.2	Define project intent and scope	March 2022	March 2022
Step 1.3	Identify key internal and community stakeholders	March 2022	March 2022
Step 1.4	Perform community outreach (early in process)	April 2022	April 2022
Deliverable 1b	Community Visioning Plan		April 30, 2022
Step 1.5	Review and outline opportunities for updating existing plan	May 2022	May 2022
Step 1.6	Develop and refine vision and goals	May 2022	May 2022
Step 1.7	Develop alternatives for environmental impact statement (EIS) (3 alternatives)	May 2022	July 2022
Step 1.8	Refine existing land uses and downtown urban core boundaries to meet HAP recommendations and optimize access to high capacity transit	July 2022	July 2022
Step 1.9	Evaluate existing conditions	July 2022	Sept 2022
Step 1.10	Develop draft subarea plan	Sept 2022	Nov 2022
Deliverable 2	Draft Downtown Auburn Plan with HAP Strategies		Nov 30, 2022

Action 2	Refine and adopt Downtown Auburn Plan	Nov 2022	Jan 2023
Step 2.1	Refine preferred alternative from Planned Action EIS (Grant Objective 2)	Nov 2022	Dec 2022
Step 2.2	Prepare implementation strategies	Dec 2022	Jan 2023
Deliverable 3	Adopted Downtown Auburn Plan		Jan 31, 2023
<i>Grant Objective 2: Prepare a Planned Action EIS for the Downtown Auburn Plan to encourage and expedite development around the future light rail station and leverage investments in transit.</i>			
Action 3	Perform alternative analysis and Draft EIS	Nov 2022	March 2023
Step 3.1	Determination of Significance/Scoping Notice	Nov 2022	Nov 2022
Step 3.2	Develop existing conditions in concert with subarea Plan	Nov 2022	Nov 2022
Step 3.3	Develop technical reports	Dec 2022	Dec 2022
Deliverable 4	Summary of Technical Reports and SEPA Checklist		Dec 31, 2022
Step 4.4	Assess environmental impacts of alternatives	Jan 2023	Feb 2023
Step 4.5	Prepare Draft EIS and solicit comments	Feb 2023	March 2023
Deliverable 5	Draft EIS		Mar 31, 2023
Action 5	Select preferred alternative and adopt planned action EIS ordinance	March 2023	June 2023
Step 5.1	Prepare Final EIS in conjunction with preferred alternative	March 2023	April 2023
Step 5.2	Prepare Planned Action Ordinance	April 2023	April 2023
Step 5.3	Public Hearing	May 2023	May 2023
Deliverable 6	Ordinance adopting Planned Action EIS		June 1, 2023

3. Proposed Budget / Financial Information

Propose a project budget to reflect your expected level of effort for each of the deliverables provided above. This is a performance-based contract, therefore cities will be paid upon satisfactory completion of deliverables rather than hours spent working on the project. The final deliverable of each grant objective must be at least 20% of the total grant amount for that grant objective.

Grant Objective 1: Update Downtown Auburn Plan and EIS	Commerce Funds
Deliverable 1a. Community Visioning Plan	\$ 40,000
Deliverable 1b. Draft Existing Conditions Report	\$ 50,000
Deliverable 2. Draft Downtown Auburn Plan with HAP Strategies	\$ 70,000
Deliverable 3. Adopted Downtown Auburn Plan	\$ 40,000
Total:	\$ 200,000
Grant Objective 2: Adopt Planned Action EIS	Commerce Funds
Deliverable 4: Summary of Technical Reports and SEPA Checklist	\$ 15,000
Deliverable 5: Draft EIS	\$ 25,000
Deliverable 6: Ordinance adopting Planned Action EIS	\$ 10,000
Total:	\$ 50,000
Budget Narrative: For each grant objective, please support the funding request with estimates of staff hours (may be per action, step, or deliverable), staff hourly rates and other expenses.	
Objective 1- 12 hours of City Staff time per month for consultant coordination, deliverable review, and other internal coordination. Remainder of funding request is allocated to a consultant to conduct analysis and develop deliverables 1-3. Additional City Staff time needed would be provided in-kind.	
Objective 2 - 12 hours of City Staff time per month for consultant coordination, deliverable review, and other internal coordination. Remainder of funding request is allocated to a consultant to conduct analysis and develop deliverables 4-6. Additional City Staff time needed would be provided in-kind.	

4. Grant Application Questions and Scoring

Please answer each of the below questions. If the city does not intend to pursue that particular policy objective, please write “N/A” under that section. Please refer to the Grant Application Instructions for more detail regarding scoring and ranking, as well as additional guidance on how to answer the below questions.

4a. The total number of housing units authorized for new development [above what is currently allowed by the city]; (0-20 points)

As a result of the proposed activities, provide an estimate of the number of additional units that may be allowed over the 20-year planning period as an absolute number and as a percentage of the number of units currently planned for within the city. Provide detail on your assumptions over the 20-year planning period.

If the city does not have a clear vision of the future new development potential, describe the range of alternatives the city will examine and the estimated range in the number of additional units that may be allowed over the 20-year planning period. Provide details on your assumptions.

The City of Auburn is proposing to use grant funds to create a new and refreshed Auburn Downtown Plan and EIS, last adopted in 2001. Since that time, several goals, policies, and development characteristics have changed. Implementation of the previous plan has resulted in 627 new transit-oriented development units in downtown over the past 20 years, many constructed recently, and we want to use that momentum to expand our transit-oriented development commitment to the east, west, and south of downtown to construct additional TOD compared to what has been completed in the past 20 years. The study area would be updated to reflect current Downtown Urban Center (DUC) boundaries and incorporate other areas, such as the areas to the east, west, and south of downtown. The downtown area of Auburn is mostly comprised of DUC zoning, however adjacent parcels are a mix of industrial, commercial, and residential uses. The City of Auburn adopted a Housing Action Plan in July 2021 that provides the framework for how the city intends to plan for residential development over the next 20-years, including dense mixed-used development downtown and “missing middle” housing types in single family neighborhoods.

Auburn is designated as Core City by PSRC in Vision 2050, meaning the city is intended to accommodate a significant share of future growth expected in the Puget Sound. Additionally, Auburn is a designated Urban Growth Center with a Transit Station Area serving downtown due to Sounder commuter rail and future RapidRide I Line service. To maintain these designations and accomplish PSRC goals, we have a desire to fulfill the transit-oriented development growth requirements by continuing to increase residential capacity and density downtown. Planning for the next 20-years of growth in downtown via a new Auburn Downtown Plan will help accomplish this.

Consistent with the previous plan, we propose to evaluate two alternatives: a “No Action” alternative that represents development within the study area based on existing codes; and a “Downtown Plan” alternative that incorporates Housing Action Plan recommendations and potential re-zoning of land within the revised study area. The Housing Action Plan estimates that 10,429 new dwelling units will need to be created between 2020-2040 to meet demand. A proportion of those dwelling units are anticipated to be constructed within the DUC, as mixed-use development is constructed adjacent to high-capacity transit options serving downtown. The City will use the Auburn Downtown Plan update process to determine residential and commercial capacity within the study area as this figure is not available in recent documentation.

4b. The proximity and quality of transit access in the area; (0-20 points)

Describe the transit service around which this project will be based. Is the transit service in place? If not, when is it expected? What headways exist or are projected? If you know capacity or ridership at this station (or projected ridership), please include that information. Also describe the study area around the transit (e.g., 1/2 mile around the station). Within this study area, describe the existing and planned pedestrian and bicycle infrastructure that will allow future housing to access the transit.

Downtown Auburn, and the study area described in the existing Auburn Downtown Plan and EIS is currently served by a variety of frequent and high-capacity transit services. Sounder service is accessed via Auburn Station, centrally located in downtown near several existing, under-construction, and planned mixed-use development. This high-capacity transit service provides regional commuter rail connectivity north to Seattle and south to Lakewood. While Sounder service was reduced due to changes in commute patterns related to COVID-19, the Sounder currently operates 10 southbound and 10 northbound trips during peak and mid-day periods. Pre-pandemic, Auburn Station had 1,700 daily Sounder boardings according to Sound Transit (April 2020). Additionally, Sound Transit operates bus routes 566 and 578 in downtown Auburn, providing frequent service every 30 minutes or better during the morning, afternoon, and evening periods. These routes provide regional connections to from Auburn Transit Center and Auburn Station to Redmond, Puyallup, Seattle, Tacoma and beyond.

King County Metro provides frequent bus service via routes 160, 181, and 184 within downtown Auburn. These routes operate frequent, all-day service every 15-30 minutes. Route 160 is in the process of being upgraded to RapidRide I-Line service, with bus rapid transit service beginning in 2023. RapidRide service will provide frequent and direct connectivity between Auburn Station/Auburn Transit Center, Kent and Renton.

Downtown Auburn/Auburn Station provide regional transit connectivity options for people working, visiting, and living in the area. Sidewalks are present on both sides of the roadway in most locations within the downtown area. Pedestrian crosswalks and pedestrian push buttons are located at most intersections within the study area as well. Existing bicycle facilities are located on E Main Street, providing east-west connectivity across downtown. Bicycle facilities are planned on A Street SW adjacent to Auburn Station and on 2nd Street SW, providing additional options for people traveling to the station and within development downtown. Existing and planned bicycle and pedestrian facilities promote non-motorized mobility downtown and access to Auburn Station where dense, mixed-use development is being planned and constructed.

4c. Plans that authorize up to six stories of building height; (0-5 points)

What heights are permitted with the study area or what height ranges are expected to be permitted within the study area? Please also note the densities allowed or expected to be permitted.

The Downtown Urban Center designation applies to the study area. Zoning in this area is intended to create a district identity for downtown Auburn to produce a dense mixture of commercial office, medical, retail, residential, and civic uses. Development standards in the Downtown Urban Center dictate a maximum height of 75 feet unless a bonus height is permitted. Buildings up to six stories (without height bonuses) are permitted and one building, eight stories and 85 feet in height, is currently under construction adjacent to City Hall. Additionally, one other building was recently constructed downtown which is seven stories in height demonstrating the city's desire to increase residential density downtown.

The Downtown Urban Center has an allowable Floor Area Ratio of 3.0 for non-residential, and 2.0 for residential development. However, these allowances can be increased via bonuses to 4.0 for non-residential, 3.5 for residential, and 5.0 combined. The City of Auburn is in the process of adopting policies via the annual comprehensive plan update process that includes mixed-income development as an approved bonus, which is a preliminary recommendation contained in the Housing Action Plan.

4d. Plans that authorize ground floor retail with housing above; (0-5 points)

Will mixed-use development with ground floor retail below housing be permitted in the study area? If so, is the market projected to accommodate this development typology in the 20-year planning period? Note any plans to study or authorize an appropriate amount of ground floor retail.

Yes, mixed-use development with ground floor retail is permitted in the study area. Auburn City Code currently permits a maximum floor area ratio of 5.0 for mixed-use non-residential and residential development. This Floor Area Ratio is allowable when a development includes bonus features including street level retail and restaurants. Given the study area is zoned as Downtown Urban Center, mixed-use development with ground floor retail is permitted.

The Housing Element of the City's Comprehensive Plan includes a policy objective to provide for housing choices in downtown and other designated mixed-use centers where infrastructure is more available or can be improved with regional and local funds. In 2019, Auburn had around 1.5 jobs for each housing unit in the city. Encouraging future mixed-use development will help balance this ratio (0.75 to 1.5 is considered beneficial for vehicle miles traveled (Cox, 2020)) allowing for decreased vehicles miles traveled, especially when considering downtown Auburn is well served by high-capacity transit, with additional service expected in the coming years. In addition, a better-balanced ratio allows for more people living downtown, creating an active environment after the workday.

The existing Auburn Downtown Plan and EIS recommends ground floor retail space in downtown structures, and notes that demand for retail space is estimated to vary from 89,000 to 296,000 square feet through 2010, with the low end of the range being consistent with steady improvements to downtown market conditions. It also notes that economic performance in the retail core has increased over time. Market analysis would be updated to reflect current (2021/2022) and future conditions in the revised Auburn Downtown Plan and EIS.

4e. Plans in areas that minimize or eliminate on-site parking requirements; (0-15 points)

Does the proposed activity reduce or eliminate on-site parking or will the proposed activity evaluate these requirements? If so, describe how the parking is minimized or eliminated or how the Applicant proposes to include this work in their project. Explain where this reduction in parking is or will be examined with respect to the transit area and nearby housing (e.g., which zones or development areas) and the feasibility of achieving or adopting the parking reductions.

Parking supply and demand was included as a component of the Auburn Downtown Plan and EIS. However, this analysis cites older parking studies conducted by the city and do not necessarily reflect the current or forecasted state of parking supply and demand in downtown. This information would be updated as part of the revised Auburn Downtown Plan and EIS. Additionally, an update to the City's Comprehensive Downtown Parking Management Plan, last updated in 2014, is anticipated to occur in the next couple years. The existing parking study notes the importance of increased transit access and parking management as long-term strategies to manage parking downtown.

The City's Housing Action Plan includes a preliminary recommendation to reduce parking requirements to support development in downtown Auburn. This is meant to encourage more market-rate podium apartments in downtown Auburn. City code currently provides the following parking reductions which will be incorporated into the Auburn Downtown Plan as appropriate:

- a. Retail and restaurant uses less than 3,000 square feet are exempt from parking requirements
- b. Residential parking requirement in the DUC is reduced to 1 stall per unit as compared to the 1.5 stall per unit requirement in other zones
- c. Parking requirements may be reduced by 25% when uses share their parking
- d. Required parking may be located 1,000 feet away from development
- e. On-street parking adjacent to the development may be counted toward their parking requirement
- f. An applicant can pay a parking fee in lieu of building the parking

4f. Existence or establishment of incentive zoning, mandatory affordability, or other tools to promote low-income housing in the area; (0-15 points)

Does the city or study area include incentive zoning, mandatory affordability or other tools to promote low income housing in the area? If so, explain these tools and their existing or projected application in the study area. If these tools do not exist in the city or study area, what tools to promote low income housing in the area will be examined? What tools are expected to be adopted? What level of affordability do these low-income housing supports encourage or require? What level of application might these tools see over the 20-year planning period?

The city currently offers multiple incentives to promote multi-family housing and increased residential affordability. A Multi-Family Tax Exemption allows the opportunity for multi-family property tax exemptions of 8 years for new multi-family or rehabilitated housing units constructed in the DUC, or 12 years for qualified affordable housing units. Current City code provides bonus features allowing for increased floor area ratio in the Downtown Urban Center, part of the plan study area. Bonuses include the addition of street level retail, restaurants, public plazas, public art, parks, and enhanced pedestrian facilities.

The city is currently in the process of incorporating mixed-income housing as an approved amenity into the Housing Element of the Comprehensive Plan as part of the annual update process, allowing for deviations in development height, density, or intensity. This change is recommended in the City's Housing Action Plan and the revised comprehensive plan policy is expected to be adopted by City Council in December 2021. Additional analysis is needed to identify market analysis impacts of adoption of this policy; however, it is anticipated to help encourage mixed-income and market rate development in downtown and adjacent to high-capacity transit. At present, about 1/3 of multi-family units downtown are affordable and 2/3 are market rate suggesting affordability incentives in place have been successful, providing a good foundation to build from.

In 2018, 88 percent of Auburn renters earning less than 30 percent of AMI were cost burdened, and 71 percent of renters earning between 30 to 50 percent of AMI were cost burdened. In addition to housing costs, transportation costs can also induce additional financial burden on lower income people and families. Increasing the amount of available housing stock and encouraging mixed-income housing near in downtown near frequent, high-capacity transit service and other multimodal options will be an important aspect of planning for equitable growth over the next 20-years.

4g. Plans that include dedicated policies to support public or nonprofit funded low-income or workforce housing; (0-15 points) and

Does any public or nonprofit funded low-income or workforce housing exist within the city or study area? If so, please discuss any existing or planned policies that will be explored to prevent displacement in the study area. Is public or nonprofit funded low-income or workforce housing projected within the study area in the 20-year planning period? If so, describe. Does the city or study area include policies to support public- or nonprofit-funded low-income or workforce housing? If so, list these policies, or if they will be expanded, explain how. If these policies do not currently exist in the city or study area, briefly discuss possible policies.

The Housing Element of the Comprehensive Plan policy H-4 promotes housing that meets the needs of Auburn’s workforce and is designed to support affordable multimodal transportation options. In addition, several recommendations and strategies in the Housing Action Plan support this policy including the creating policies to lower the cost of affordable housing development in downtown, voluntary inclusionary housing program paired with a density bonus, allowing duplexes and triplexes in single-family neighborhoods, and monitoring and tracking regulated affordable housing. An amendment to the Housing Element as part of the current annual comprehensive plan update includes language on minimizing displacement impacts while ensuring long-term affordability of existing housing (H-24).

These strategies are intended to create additional housing stock in the downtown area adjacent to transportation options to support workforce housing. While the City of Auburn does not construct housing, it works with King County and South King County Housing and Homeless Partners in the exploration and implementation of new funding mechanisms and strategies to develop housing affordable at the 30% AMI and below level, including one in the downtown area.

Additionally, the city has a substantial inventory of affordable housing in the DUC (two owned by King County Housing Authority, one by Low Income Housing Institute) and redevelopment of the Heritage site will include Micro Units. Although these are not part a formal public program, they will be well below market rate. In total, there are currently about 165 units of subsidized affordable housing units downtown and 100 non-subsidized below market rate units, with 33 more coming online via the Micro Unit development. One question that the plan update will aim to determine is what the right mix of affordable housing should be downtown. In addition, the plan should address risk of displacement of affordable housing in downtown as redevelopment occurs.

4h. Plans designed to maximize and increase the variety of allowable housing types and expected sale or rental rates. ¹ (0-10 points)

Describe what variety of housing types are allowed within the study area and the plans to expand those housing type options. What new housing types is the proposal evaluating? How much of an increase in housing would those changes allow (number and type of units)? What other changes will be studied and proposed to increase the variety of housing types and reduce the expected sale or rental prices (see footnote)?

¹ This language is from the capital budget (Sec. 1090 (2)(f)). Commerce interprets it to mean allowing a greater variety of attached housing types, which we expect to be at lower sale or rental rates than traditional single family housing. A resource to encourage lower sale or rental rates with attached housing typologies is available [here](#) (SmartGrowth.org webinar by Dan Parolek which emphasizes the importance of reducing the size of units for affordability and moving from a limit on the number of units per lot to a limit on the scale of buildings per lot).

The Auburn Downtown Plan includes a study area that roughly covers the Downtown Urban Center District area (DUC) as shown in the City's comprehensive plan (noted as "Downtown"). However, the study area boundaries are expected to be revised to better include the DUC area and include additional parcels that provide opportunities for development under the DUC zoning designation. Minimum floor area ratio requirements within the study area/DUC encourage mixed-use development, and a minimum building height of two stories also encourages dense development. Multi-family and Mixed-use development are the only allowed residential uses in the DUC. Podium apartments and Micro Units are both permitted in the DUC, with Micro Units being a newer type of development within the city as no structures currently exist, however one is currently being planned downtown. Additional analysis of development impacts within the DUC is expected to occur as part of the updated Downtown Plan as revised study area boundaries and updated policies, codes and regulations are incorporated into the Plan.

4i. Readiness to Proceed: (0-20 points)

How ready is your jurisdiction to complete this project in a timely manner? Do you have a subarea or area of analysis already identified? Please describe your plan to initiate and complete the project by June 15, 2023. Refer to the scope of work if needed. Provide key comprehensive plan policies, housing strategies, plans, or other directives that support the development of the selected actions.

The City of Auburn is requesting funding to update the Downtown Auburn Plan and EIS, last adopted in 2001. To guide this update, the City's Housing Action Plan (adopted in July 2021), Comprehensive Transportation Plan Update, Comprehensive Plan, and any other recent plans will be utilized. The existing subarea indicated in the Auburn Downtown Plan will form the basis for the core study area and will be expanded to include the current Downtown Urban Center (DUC) zoning area. We will also be identifying any other opportunities to expand the DUC to adjacent parcels to the east, west, and south of downtown as part of the plan update. This Plan update, and related analysis, will then guide updates to our Comprehensive Plan due in 2024. The Auburn Downtown Plan and EIS and periodic comprehensive plan update will be developed concurrently to ensure efficiency and compatibility between the two plans.

We will utilize consultants to develop the revised plan and commit internal staff time to guiding consultants through their work. We expect the Auburn Downtown Plan and EIS to be complete by June 2023. This plan update is important to the City of Auburn as we strive to continue our designation by the Puget Sound Regional Council as a Regional Growth Center and to demonstrate our desire to create a dense, inclusive downtown. Additionally, a plan update is required by PSRC under this Regional Growth Center designation. With important high-capacity transit projects currently serving downtown, and others coming online in the next few years such as the RapidRide I Line and the Sounder South Capacity Expansion (Sounder South Strategic Development & Implementation Plan, 2020), it is important we are well prepared to take advantages of these services and plan for increased development density in downtown to maximize the number of residents that can benefit from these enhancements.

4j. Local Commitment to the Project (0-10 points)

Include a letter from the mayor authorizing the city to apply for a grant and indicating a willingness to pursue adoption the activities selected. Also describe the impact that the lack of Commerce grant fund would have on the project. Indicate whether the proposed project is an expansion of an existing project that will proceed even without the Commerce grant funds. Also indicate the level and type of support that the appropriate legislative body will provide the project.

The proposed project is an update and expansion of our existing Downtown Auburn Plan and EIS last adopted in 2001. Local funding of the Auburn Downtown Plan and EIS will depend upon grant funding that can be received. Because our periodic comprehensive plan is due in 2024 at the same time as the Auburn Downtown Plan, and their reliance on one-another, we are seeking funds to help with both efforts. It is a significant strain on the city to fully fund both the Auburn Downtown Plan and EIS update and 2024 comprehensive plan update. The city anticipates that both efforts will cost approximately \$500,000.

A letter of support from Mayor Nancy Backus is included with this application.

4k. Explain SEPA Components (0-15 points)

According to the bill language, “grant awards may only fund efforts that address environmental impacts and consequences, alternatives, and mitigation measures in sufficient detail to allow the analysis to be adopted in whole or in part by applicants.” Explain what environmental analysis the city intends to perform as part of the proposed activities.

The city will perform a Planned Action EIS as part of the proposed project.

Thank you for completing this application. You may delete from this paragraph to the end of the document before submitting.

Applications must be submitted in electronic format, along with a letter of commitment from the mayor. Applications must be emailed, preferably as a single document, to gmsgrants@commerce.wa.gov by 5:00 p.m. on Thursday, October 7, 2021.

CHECKLIST

- Letter of commitment from the mayor or authorized official.

- Submit application (12 pages or less, not including Summary Page) and letter of commitment to gmsgrants@commerce.wa.gov by Thursday, October 7, 5:00 p.m.