



city of
covington
growing toward greatness

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The City of Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

PLANNING COMMISSION AGENDA

November 17 2016

6:30 PM

CALL TO ORDER

ROLL CALL

Chair Bill Judd, Vice Chair Paul Max, Chele Dimmett, Jennifer Gilbert-Smith, Jonathan Ingram, Jim Langehough, & Alex White

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS - Election of Officers

APPROVAL OF CONSENT AGENDA

1. Minutes from October 20, 2016

CITIZEN COMMENTS - *Note: The Citizen Comment period is to provide the opportunity for members of the audience to address the Commission on items either not on the agenda or not listed as a Public Hearing. The Chair will open this portion of the meeting and ask for a show of hands of those persons wishing to address the Commission. When recognized, please approach the podium, give your name and city of residence, and state the matter of your interest. If your interest is an Agenda Item, the Chair may suggest that your comments wait until that time. Citizen comments will be limited to four minutes for Citizen Comments and four minutes for Unfinished Business. If you require more than the allotted time, your item will be placed on the next agenda. If you anticipate, in advance, your comments taking longer than the allotted time, you are encouraged to contact the Planning Department ten days in advance of the meeting so that your item may be placed on the next available agenda.*

UNFINISHED BUSINESS – None

PUBLIC HEARING – None

NEW BUSINESS – No Action Required

2. First Discussion of Proposed 2017 Planning Commission and Staff Work Plan

ATTENDANCE VOTE

PUBLIC COMMENT: (Same rules apply as stated in the 1st CITIZEN COMMENTS)

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

ADJOURN

*Any person requiring a disability accommodation should contact the City at least 24 hours in advance.
For TDD relay service please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 480-2400*

Web Page: www.covingtonwa.gov

**CITY OF COVINGTON
Planning Commission Minutes**

October 20, 2016

City Hall Council Chambers

CALL TO ORDER

Chair Judd called the regular meeting of the Planning Commission to order at 6:35 p.m.

MEMBERS PRESENT

Jennifer Gilbert-Smith, Jonathan Ingram, Bill Judd, Jim Langehough, Paul Max and Alex White

MEMBERS ABSENT- Chele Dimmett,

STAFF PRESENT

Salina Lyons, Principal Planner
Ben Parrish, SWM Program Coordinator
Kelly Thompson, Planning Commission Secretary

APPROVAL OF MINUTES AND AGENDA

- **1. Vice Chair Max moved and Commissioner White seconded to approve the October 6, 2016 minutes and agenda. Motion carried 6-0.**

CITIZEN COMMENTS - None

UNFINISHED BUSINESS - None

PUBLIC HEARING

3. Public Hearing on Amendments to Chapter 13.25 Surface and Stormwater, Chapter 12.60 Street Standards and other associated Amendments to Titles 12, 13, 17 and 18 related to stormwater design and implementation.

Chair Judd opened the Public Hearing.

Principal Planner Salina Lyons provided background information on the proposed amendments to Covington Municipal Code to require Low Impact Development (LID) principals and Best Management Practices (BMP's).

SWM Program Coordinator, Ben Parrish shared some examples of wet ponds with steep slopes and concrete walls and explained why they are difficult to maintain. He also provided some examples of bio-infiltration facilities, bio-swales and low-impact development.

Ms. Lyons also gave an example of a successful project using the Apex building on SE Wax Rd. Their drainage sheet flows and infiltrates into the ground. In the event of flooding, contaminants are filtered out through the grass. In addition to being low maintenance, their system has saved the developer money.

The Planning Commission discussed the process when a developer does not want to follow LID and their options. By implementing LID standards for stormwater, the developer saves money on the system and it is less maintenance for the city.

Chair Judd closed the Public Hearing.

Vice Chair Max moved and Commissioner White seconded to recommend to the City Council that they approve the proposed amendments to Chapter 13.25 Surface and Stormwater, Chapter 12.60 Street Standards and other associated Amendments to Titles 12, 13, 17 and 18 related to stormwater design and implementation.

- **Vice Chair Max moved and Commissioner Gilbert-Smith seconded to amend the motion to recommend to the City Council that they approve the proposed amendments to Chapter 13.25 Surface and Stormwater, Chapter 12.60 Street Standards and other associated Amendments to Titles 12, 13, 17 and 18 related to stormwater design and implementation with the recommendation that the City Council review the maximum penalty amount. Motion carried 6-0.**

NEW BUSINESS - None

ATTENDANCE VOTE

- **Commissioner Gilbert-Smith moved and Commissioner White seconded to excuse the absence of Commissioner Dimmett. Motion carried 6-0.**

PUBLIC COMMENTS - None

COMMENTS AND COMMUNICATIONS FROM STAFF

Ms. Lyons reminded the Planning Commission that the election of Chair and Vice Chair will be held at the next regularly scheduled Planning Commission meeting.

ADJOURN

The October 20, 2016 Planning Commission Meeting adjourned at 7:52 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

Community Development Department & Planning Commission **Agenda Item 2**
Work Program Items for 2016- Adopted January 2016

Work Program Item – 2016 (as Prioritized by Council)		Requirement Type	Staff Hours
1.	GMA Required 7-Year Comprehensive Plan Update -Adoption & Implementation [Completion of tasks from 2015]	State Legislature	100
2.	Hawk Property Development Agreement, Annexation, and Clean-Up of Zoning Code References	Council/Private Developer	300*
3.	Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2016 (Anticipating Pros Plan/Parks Updates) Annual Work Task	State Legislature	300
4.	Impact Fee Deferral Program	State Legislature	400
5.	Adoption of New Building Codes	State Legislature	50
6.	Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline [Carry-over from 2015]	State Legislature	250*
7.	Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18	State Legislature	350
8.	Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations	State Legislature	100
9.	Sign Code Changes for Civic, Government and Non-Profit Signs CMC 18.55 [Carry-over from 2015]	Council/ Supreme Court	350
10.	City Electronic Plan Review System	Council	200*
11.	Critical Area/Wetland Monitoring System	Council/Staff	250*
12.	Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. with Planning Commission (CMC 18.30) [Carry-over from 2015]	Private/Master Builders	250
13.	Park Impact Fee Code Changes [Carry-over from 2015]	Council	300
14.	Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2015]	Interjurisdictional/ Kent RFA	200
15.	Consider Zoning Code Amendments for Wind Turbines in Residential Zones	Council Member	100
<u>TOTAL ESTIMATED WORK HOURS FOR 2016 PROPOSED PROGRAMS</u>			3500
<u>TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2016</u>			2900

Community Development Department & Planning Commission **Agenda Item 2**
Work Program Items for 2016- End of Year Status (as of 10/31/2016)

- (*) Indicates Budget allocation
 (#) Indicates work plan item not originally include (mid-year addition)
 (**) Indicates partial completion
 (X/X) identifies difference in hours original estimated

Rank	Completed Work Plan Items 2016	Requirement Type	Staff Hours
1.**	GMA Required 7-Year Comprehensive Plan Update -Adoption & Implementation [Completion of tasks from 2015]	State Legislature	100/250
2.**	Hawk Property Annexation & Clean up Zoning Code References	Council/Private Developer	100
3.	Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2016 (Anticipating Pros Plan/Parks Updates) Annual Work Task	State Legislature	300
4.	Adopt Impact Fee Deferral Program	State Legislature	400
5.	Adoption of New Building Codes	State Legislature	50
7.	Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18	State Legislature	350
8.	Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations	State Legislature	100
#	Comprehensive Plan References Amendments (Title 14)	Staff	100
#	Motor Vehicle Parking Amendments (Title 8)	Staff (CD/Police)	50
#	Stormwater NPDES Amendments (Title 13 & Design Standards)	State Legislature	250
2016 Completed Work Plan items			1950

Rank	Ongoing Work Plan Item 2016	Requirement Type	Staff Hours
2.	Hawk Property Development Agreement, 204 th Ave SE & Stormwater discussions & Clean-Up of Zoning Code References	Council/Private Developer	300*/500
6.	Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline [Carry-over from 2015]	State Legislature	250*/150
9.	Sign Code Changes for Civic, Government and Non-Profit Signs CMC 18.55 [Carry-over from 2015]	Council/Supreme Court	350
10.	City Electronic Plan Review System	Council	200*/120
11.	Critical Area/Wetland Monitoring System	Council/Staff	250*/40
13.	Park Impact Fee Code Changes [Carry-over from 2015]	Council	300/30
14.	Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2015]	Council/Kent RFA	200/20
2016 Ongoing Work Plan Items			1210

Rank	Outstanding Work Plan Item 2016	Requirement Type	Staff Hours
12.	Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. with Planning Commission (CMC 18.30) [Carry-over from 2015]	Private/Master Builders	250/0
15.	Consider Zoning Code Amendments for Wind Turbines in Residential Zones Staff evaluated/determined not viable in Covington	Council Member	100
2016 Outstanding Work Plan Items			0

TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2016		2900
TOTAL ESTIMATED WORK HOURS FOR 2016 PROPOSED PROGRAMS (as of Oct)		3160

2016 Work Program Notes- End of Year Review

The 2016 Planning Commission Work Program, adopted January 2016, consisted of 15 work items that estimated 3500 hours of staff time.

Based on the 2016-year end status (as of October 2016), 4 additional work plan items were added mid-year as indicated by (#). Some work plan project scopes were expanded or split into two different work plan tasks, such as the Hawk Property Development Agreement, and some work plan items, although not completed in 2016, were allocated some staff time.

Overall, staff completed 10 work plan times for a total of 1950 staff hours. Seven (7) work plan items were allocated staff resources in the amount of 1210 hours, and due scope and priorities will not be completed in 2016. Of the 2900 hours of staff time available, 3160 hours of staff time were spent on the 2016 work plan items. The additional 260 hours of staff time were drawn from available time for development review (permit and project related functions) and staff worked additional hours, outside of their normal percentage allocation to complete a task.

Agenda Item 2

Community Development Department & Planning Commission
Work Program Items for 2017- For Discussion

(*) Council Budget Allocation
 (**) Development Reimbursed staff time

State Legislative/ Supreme Court		Requirement Type	Est. Staff Hours	M, H, M, L priority
1.	Final 7-Year Comprehensive Plan Update Final Certification from PSRC [Carry-over & Completion of Tasks from 2016]	State Legislature *GMA Compliance	200 *\$5,000	
2.	Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2017 (City Needed Policy and Code Updates)	State Legislature *Annual Ongoing	300	
3.	Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline [Carry-over from 2016]	State Legislature *GMA Compliance	150	
4.	Update Traffic Concurrency Program (Title 12) & Transportation Impact Fee Calculation (Title 19) [Carry-over from 2016]	State Legislative *GMA Compliance	350 *\$24,000	
5.	Sign Code Amendments & Public Outreach Process for Compliance with Supreme Court Decision in Reed v. Town of Gilbert CMC 18.55	Supreme Court	400	
Estimated State Legislative/Supreme Court Work Plan Hours			1400	

City Council Directives		Requirement Type	Est. Staff Hours	M, H, M, L priority
6.	Hawk Property Development Agreement Negotiations & Public Hearing Process (Cont.) [2016 Carry-over]	Council/Private Developer	250 **	
7.	Hawk Property 204 th Ave SE Design & Stormwater Management discussions. Separate agreement for management & maintenance of infrastructure.	Council/Private Developer	200 **	
8.	City Electronic Plan Review System [2016 Carry-over]	Council	100 *\$4,200	
9.	Park Impact Fee & private park design code amendments [2016 Carry-over]	Council	300	
10.	Fire Impact Fee Code Changes with Kent Regional Fire Authority [2016 Carry-over]	Council/ Kent RFA	250	
11.	Critical Area/Wetland Monitoring System [2016 Carry-over]	Council/Staff	150 *\$16,000	
Estimated City Council Directive Work Plan Hours			1250	

Staff / Master Builders		Requirement Type	Est. Staff Hours	M, H, M, L priority
12.	Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft., density calculations, and lot sizes (CMC 18.30 & Forms) [Carry-over from 2016]	Master Builders	300	
13.	Increase Short Plat Yields from 4 to 9 units and SEPA Thresholds Exemptions for SFR from 9 to 30 units as allowed by State law (Title 18 & Forms)	Master Builders	200	
14.	Draft New Zoning Code Regulations on Food Trucks (Title 18)	Staff (CD)	150	
15.	Clean-Up of Landmark & Historic District Code Provisions (CMC 18.75)	Staff (CD)	150	
16.	Update Landscaping Code & Street tree list (Title 18 & Street Standards)	Staff (CD/PW)	150	
17.	Update to Hearing Examiner's (HE) Rules & Procedures	Staff/HE	75	
18.	Sewer Code Amendments (Title 13)	Staff/SCWSD	75	
19.	Update Franchise Agreement Codes (Title 12)	Staff (CD)	100	
20.	Study sustainability strategies to implement Comp Plan policies (Code)	Staff (CD/PW)	200	
Estimated Staff/Master Builders Work Plan Hours			3150	

TOTAL ESTIMATED WORK HOURS FOR 2017 PROPOSED PROGRAMS			4200
TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2017			2900

2017 Work Program Notes

Available Staff Hours

Available hours in 2017 for work program items with proposed staffing levels are approximately **2900 hours**. These **2900 hours** reflect the total hours each community development staff position can devote to Long Range Planning/Special Projects as follows: 40% Director, 75% Senior Planner, 20% Principal Planner, 25% Associate Planner, 10% Building Official, and 5% Sr. Permit Center Coordinator. The remaining percentage of staff time is devoted to normal work activities of the positions outside of the special projects listed on the Work Plan, such as permitting, plan review, counter assistance, public inquires, code implementation and other administrative duties directly related to general customer service and development review. In addition, the Director has other department administrative functions and responsibilities.

The majority of the community development department staff are salaried employees, with the exception of the senior and associate planners, so there is limited opportunity for the council to allocated overtime funds to this staff. While the work plan has been established through allocating the full 2900 hours of available staff time, it is important to note that additional new work plan tasks are assigned throughout the year. Further, the estimated staff hours are strictly and estimate and that once the work plan is scoped they can take longer than anticipated or result in additional work not provided for in the list.

Attorney Review Hours

Not included within the 4200 hours of proposed work tasks for the CD staff are city attorney review hours. The availability of attorney review hours may affect the timeline for any public hearing, ordinance adoption, and implementation, and in some cases, can change the overall priority or delay completion.

2017 Work Plan Summary

There are nine carry-over work plan items from 2016 into 2017. They include completion of the critical area ordinance revisions; continuation of the sign code amendments; traffic concurrency, completion of the Park and Fire Impact Fee code amendments; Lakepointe/Hawk Subarea Development Agreement, Wetland Monitoring System, and the Master Builders request to study reducing side yard setback requirements and increasing SEPA thresholds.

Prioritization

While the 2017 work plan is listed with estimated hours, staff encourages the Planning Commission to avoid setting the work plan based on filling the allocated 2900 hours. As we have learned over the years, there will always be work plan items that need to be carried forward into the next year for various reason as outlined in Available Staff Hours above. The staff encourages the Planning Commission to consider prioritizations based on criteria that further the city's mission and with the range of mandate, high, medium or low priority. Questions to consider when prioritizing are:

- ✚ Should the task be considered a mandate, high, medium or low priority in 2017?
- ✚ Is the task necessary to the city achieve its goals and mission?
- ✚ Has money been allocated and budget toward the completely to the task?
- ✚ Does the task further a comprehensive plan goal and policies?
- ✚ Is the task necessary for city daily function and/or will it increase efficiencies across departments?
- ✚ Is there a specific issue or immediate concern from citizens or staff that prompted the work task?
- ✚ Is there an opportunity to place the task on a future work plan (is it a lower priority in 2017)?
- ✚ What population will the task serve and/or is it important to 2017 city business?
- ✚ Misc. - Other important factors?

Allocation of Staff Time

Once the work items are finalized by the Planning Commission and the Council, the Community Development department can provide feedback regarding the reasonability to complete the task in 2017. Staff may need to request additional resources such as allocating funds for consultants and/or staff overtime necessary to achieve the mandated and higher priorities if they are expected to be completed in 2017. Medium, and lower priority work plan items, while not necessary to complete in 2017, may have staff time allocated to them throughout the year in order to move the task forward.

While a significant number of the items listed on the 2017 work plan, are council, staff or agency initiated, there is opportunity for the public to file for code amendments. By formally submitting a code amendment for council consideration, the applicant is required to pay a review fee and reimburse for any consultant time associated with processing the request. Cost to cover staff's time for the processing of the code amendment is borne by the applicant. It also guarantees that the work item will be completed, ideally within a 12-18-month time period depending on the scope of the amendment.

We anticipate that Planning Commission and staff responsibilities can fluctuate throughout the year with efficiencies in some areas and additional work hours in other areas, and the balance is actualized over multiple years. Staff will provide a mid-year update on work program progress and percentage completion to the Planning Commission and City Council.

Salina Lyons

From: John Galt <jegalt755@gmail.com>
Sent: Wednesday, October 5, 2016 2:22 PM
To: Richard Hart
Cc: Salina Lyons
Subject: Requested amendments to the Hearing Examiner Rules of procedure
Attachments: Covington - HE RoPs - HE proposed rev 10-16.doc; Covington - SUMMARY OF REQUESTED CHANGES.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Richard:

I respectfully ask that the City Council amend the Hearing Examiner Rules of Procedure (RoP) as shown on the attached set of amended RoP [Covington – HE RoPs – HE proposed rev 10-16.doc]. New text is delineated by underlining; new section titles are double-underlined for clarity.

The second attached document [Covington – SUMMARY OF REQUESTED CHANGES.doc] provides a list of the Rules sections for which changes are requested and an explanation for each requested change.

I would be pleased to discuss these requested changes with you, other City staff, or with the Council. If the Council doesn't require my presence when it considers these requests, please let me know of the Council's action.

Thanks,

John E. Galt
Hearing Examiner/Officer
Mediator
Voice/FAX: (425) 259-3144