



# City of Covington

*Unmatched Quality of Life.*

City of Covington

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*The City of Covington is a place where community, business, and civic leaders work together with citizens to preserve and foster a strong sense of community.*

## **PLANNING COMMISSION AGENDA**

**January 2, 2014**

**6:30 PM**

CALL TO ORDER

ROLL CALL

Chair Sean Smith, Vice Chair Paul Max, Jennifer Gilbert-Smith, Ed Holmes, Bill Judd, Binoy Varughese & Alex White.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

**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.*

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

1. Discussion & Recommendation of Proposed 2014 Planning Commission Work Program  
(See Attachments A & B)

ATTENDANCE VOTE

PUBLIC COMMENT: (Same rules apply as stated in the 1<sup>st</sup> 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) 638-1110*

*Web Page: [www.covingtonwa.gov](http://www.covingtonwa.gov)*

# Memo

To: **Planning Commission Members**  
From: Richard Hart, Community Development Director  
CC: Salina Lyons, Principal Planner; Ann Mueller, Senior Planner  
Date: 01/02/2014  
Re: Proposed 2014 Planning Commission Work Program

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The Community Development Staff has put together a proposed Work Program for 2014 for consideration by the Planning Commission based upon the following:

- 1.) State requirements for the 2015 Comp Plan Updates for King County cities,
- 2.) State GMA annual docket requirements,
- 3.) City accomplishments in 2013,
- 4.) Several carry-over items from 2013 that were incomplete, and
- 5.) New direction from the city council recently on desired additional design requirements in the downtown zones. (See Attachment B).

We have also included the 2013 Planning Commission Work Program as well for reference (See Attachment A).

The Community Development Staff has increased by about 400 hours the available staff time during the full year of 2014 under our current staffing levels to accomplish slightly more work. In 2013 we estimated the available work hours to be 2100 and now for 2014 we estimate our available work hours to be approximately 2500 hours.

However, we will still most likely run at a slight deficit, given the aggressive work program and the very high priority of many work items. This year it will be hard to delete or delay any of the proposed work program items proposed on this list. We will certainly monitor our progress and provide the Commission with a status report mid-year. As always our estimate of time to perform the work, especially for the first three items on the work program, can vary. So hopefully we can save some hours on those lengthy and detailed items to devote to other work program tasks.

Staff seeks concurrence in our proposal and priority listing, and we ask that you recommend a 2014 Work Program to City Council, to be presented at a joint study session on Tuesday, January 28, 2014. Of course you can adjust the priorities and you can also add items for consideration if you desire, but should also consider available staff resources, state required mandates and council desires as part of your decision.

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# ATTACHMENT A

## Proposed Planning Commission Work Program Items for 2013 (Listed in order of staff priority)

1. Comprehensive Plan & Development Regulation Amendment Docket for 2013 { 600 hours}
  - a. Public Works Dept. for Stormwater Plan Revisions
  - b. Parks Department for Parks Capital Plan
2. Northern Gateway Study Phase II, Subarea Plan Preparation & Public Participation Process { 1000 hours}
3. Shoreline Development Regulation Codification in CMC with Standards & Permit Process { 170 hours}
4. Sign Code Changes for Civic, Government and Non-Profit Signs { 200 hours}
5. Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes { 80 hours}
6. Preliminary Work on GMA Required 2014 Comprehensive Plan Update { 100 hours}
7. SEPA Threshold Changes- Increasing the Number of Lots in a Preliminary Plat { 100 hours}
8. Clearing and Grading Ordinance Changes { 100 hours}
9. Revision of Definition Sections in Zoning Code-Title 14 & 18 { 100 hours}
10. Fire Impact Fee Changes Working with Kent Regional Fire Authority { 80 hours}

### **TOTAL WORK HOURS FOR 2013 FOR PROPOSED PROGRAMS**

**2530 HOURS**

As a bench mark of comparison, the 2012 PC Proposed Work Program contained 7 items with 2350 hours.

The PC and staff were able to accomplish 4 of those 7 items, and the remaining three items not accomplished in 2012 are on the 2013 proposed list.

These Three Carry-Over Items are the Shoreline Development Regulations, Revisions to the Definition Sections of the Zoning Code, and Preliminary Work on the 2014 GMA Required Comprehensive Plan Update.

The available hours for existing staff for 2013 are approximately **2100 hours.** This means we would most likely be able to accomplish items 1-6.

# ATTACHMENT B

## Proposed Planning Commission Work Program Items for 2014

1. Comprehensive Plan & Development Regulation Amendment Annual Docket for 2014 { 500 hours }
  - a. Parks & Recreation Department for Parks Capital Improvement Program (CIP)
2. GMA Required 7-Year Comprehensive Plan Updates with Consultant Assistance { 900 hours }
3. Completion of Hawk Subarea Plan, Planned Action Ordinance and Development Agreement { 600 hours }
4. Design Code Changes for Downtown Zones { 200 hours }
5. Sign Code Changes for Civic, Government and Non-Profit Signs [Carry-over from 2013] { 150 hours }
6. Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes and Permanent Zoning for Recreational Marijuana { 100 hours }
7. Shoreline Development Regulation Standards & Permit Process (User Guide) [Carry-over from 2013] { 100 hours }
8. Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2013] { 90 hours }
9. Park Impact Fee Code changes { 90 hours }

**TOTAL ESTIMATED WORK HOURS FOR 2014 PROPOSED PROGRAMS                      2730 HOURS**

### *Work Program Notes*

Available hours in 2014 for staff on work program items with current staffing levels are approximately **2500**.

As a bench mark of comparison, the 2013 PC Proposed Work Program contained 10 items with 2420 hours.

The PC and staff were able to accomplish 6 of those 10 items. The Hawk Subarea Plan and EIS took more hours than expected primarily due to the lengthy process for addressing comments in the Draft EIS and new state requirements for public meetings.

Two of the four items not accomplished in 2013 (Sign Code Changes & Shoreline User Guide) were delayed because of lack of city attorney review time. Those items are on this 2014 proposed work program list.

One additional carry-over work item is the addition of Fire Impact Fees, delayed due to work by the Kent Regional Fire Authority. Zoning Code Definition changes have been removed because of lack of staff time and other higher priority items.

Two New Work Program Items include Design Code Changes in the Downtown Zones at the Request of the City Council and Proposed Park CIP and Park Impact Fees at the request of the Parks & Recreation Department.