



**CITY OF COVINGTON  
SPECIAL MEETING AGENDA  
CITY COUNCIL JOINT STUDY SESSION WITH PLANNING COMMISSION**

Council Chambers – 16720 SE 271<sup>st</sup> Street, Suite 100, Covington  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, January 13, 2015 – 6:00 p.m.**

**GENERAL INFORMATION:**

*The study session is an informal meeting involving discussion between and among the City Council, Commissioners, and city staff regarding policy issues. Study sessions may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.*

**CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**ITEM(S) FOR DISCUSSION**

1. Planning Commission 2015 Work Plan (Hart)

**PUBLIC COMMENT** Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows.\*

**ADJOURN**

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

**\*Note\* A Regular Council meeting will follow at approximately 7:00 p.m.**

## Agenda Item 1

Covington City Council Study Session

Date: January 13, 2015

SUBJECT: JOINT MEETING WITH PLANNING COMMISSION TO DISCUSS 2015  
PLANNING COMMISSION WORK PLAN

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS:

1. Priority Ranking of 2015 Planning Commission Proposed Work Tasks and Staff Time Allocations

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

At the beginning of each year, the Planning Commission (Commission) holds a joint study session with the city council to review and determine the work program tasks for the Commission and Community Development Department for the upcoming year.

The intent of the joint session tonight is to address the proposed Commission work tasks and priorities. The city council may reorder the priorities or direct the Commission and staff to add new work tasks throughout the year, consistent with existing available or new staff resources.

**Attachment 1** is the Commission's ranking of work plan priorities for 2015. The Commission ranked the priorities based on feedback of the Community Development Department staff, Washington State mandates, city council directives, and availability of staff hours. As shown on Attachment 1, there are several high priority items that are carried over from 2014, due to availability of staff hours this year.

The Commission's proposed work priorities involve statutorily required elements such as the annual Comprehensive Plan Amendment docket and state mandated seven-year Growth Management Act (GMA) update of our Comprehensive Plan due by June 2015. Further high priority tasks include processing the Hawk Subarea Plan, Annexation and Zoning, further review of the temporary sign code regulations governing use of banner signs, private business and civic/governmental signs, which is carried over from 2014, and the adoption of park and fire impact fees and processes. The list also includes several requests by the Master Builders, city staff, and several council members. These additional work plan items have been incorporated into the recommended list and prioritized accordingly. A few of the staff and Commission suggestions were deemed by the Commission to be quality of life issues for neighborhoods and citizens and therefore have been given a higher priority than some of the requests by other organizations.

Staff resources in 2015 will be approximately the same as 2014, but given the amount of time necessary to address all of the proposed work plan items it's obvious that some tasks will not be

accomplished during the calendar year without additional staff resources. In 2016 many of the current work plan items should be accomplished resulting in additional available staff time over the previous years. Therefore a few items most likely will have to wait until 2016.

Monitoring work hours for each task will be very critical this year to track progress towards accomplishments. Staff always does a check-in with the Commission mid-year to evaluate completion of scheduled tasks matching available resources.

ALTERNATIVES:

1. Request additional information or input from staff or the Commission.

FISCAL IMPACT:

No fiscal impact is expected.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**ASK QUESTIONS OF STAFF AND THE COMMISSION.**

REVIEWED BY: Interim City Manager, Finance Director

**ATTACHMENT 1****Proposed Planning Commission Work Program Items for 2015  
Listed in Order of Priority**

<b>Work Program Item - 2015</b>		<b>Staff Hours</b>
1.	GMA Required 7-Year Comprehensive Plan Updates with Consultant Assistance	600
2.	Hawk Property Development Agreement, Annexation, Clean-Up of Zoning Code References together with Comprehensive Plan Policy Citations	400
3.	Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2015 (Anticipating Pros Plan/Parks Updates)	300
4.	Sign Code Changes for Civic, Government and Non-Profit Signs [Carry-over from 2014] (CMC 18.55)	450
5.	Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes and Recreational Marijuana Permanent Zoning Regulations	150
6.	Park Impact Fee Code changes [Carry-over from 2014]	200
7.	Quality of Life Zoning Code Amendments: a. Consider amendments to CMC 18.80 to address the keeping of fowl b. Consider amendments to CMC 8.10, and other sections, to prohibit living in RV's on residential lots. c. Consider amendments to CMC 18.30 to reduce setbacks for sheds and other accessory structures in residential zones.	150
8.	Critical Area Ordinance Revisions (CMC 18.65)	150
9.	Shoreline Development Regulation Standards & Permit Process (User Guide) [Carry-over from 2014]	100
10.	Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2014]	200
11.	Consider Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. (CMC 18.30)	200
12.	Consider Zoning Code Amendments for Wind Turbines in Residential Zones	100
<b><u>TOTAL ESTIMATED WORK HOURS FOR 2015 PROPOSED PROGRAMS</u></b>		<b>3000</b>

***Work Program Notes***

Available hours in 2015 for work program items with current staffing levels are approximately **2500 hours**. As proposed, the work plan exceeds available staff hours by 500 hours. Time for the city attorney review is not included within the estimate of 3000 hours. As a bench mark of comparison, the 2014 Commission Work Program contained 9 items with 2700 hours and the 2013 Commission Work Program contained 10 items with 2420 hours. The Commission and staff were able to accomplish 7 of those 9 items in 2014 and 6 of the 10 items in 2013.

There are five carry over items from 2014 into 2015. They include continuation of the Multi-year GMA required Comprehensive Plan Update; continuation of the temporary sign code amendments; the Shoreline Master Program User Guide; the Parks Impact Fee Ordinance; and the Fire Impact Fee Ordinance.

The Hawk Property development agreement will be a developer driven annexation application process and will require substantial attorney time for review. We anticipate that staff time and Commission responsibilities will fluctuate throughout the application and review process.