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**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

**Tuesday, January 28, 2014 - 6:00 p.m.**

*\*\*Please note meeting start time \*\**

**GENERAL INFORMATION:**

*The study session is an informal meeting involving discussion between and among the City Council, Commission (if applicable) 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 2014 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**

*For disability accommodations call 253-480-2400 at least 24 hours in advance. For TDD relay service call (800) 833-6384 and ask the operator to dial 253-480-2400.*

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

## Agenda Item 1

Covington City Council Study Session

Date: January 28, 2014

SUBJECT: JOINT MEETING WITH PLANNING COMMISSION TO DISCUSS 2014  
PLANNING COMMISSION WORK PLAN

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS:

1. Staff Memo to Planning Commission for Proposed 2014 Work Program Tasks
2. Ranking of 2014 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.

**Attachment 2** is the Commission's ranking of work plan priorities for 2014. The Commission ranked the priorities based on feedback of the Community Development Department staff, the City Council desires for several new work tasks, and several high priority items carried over from 2013 that were not completed due to a lack of city attorney review time. Most importantly, the priority rankings take into consideration Washington State mandates and the community development department's work plan and available staff resources.

The commission's proposed work priorities involve statutorily required elements such as: the annual Comprehensive Plan Amendment docket, the state mandated seven year Growth management Act (GMA) update of our Comprehensive Plan due by June 2015, and completion of the shoreline management municipal code regulations and/or user guide that will govern shoreline development permits. Proposed work program tasks resulting from council direction include: completion of the Hawk Property Subarea Plan and Planned Action Ordinance, interim land use regulations and/or moratoriums governing recreational and medical marijuana, a study of more restrictive design requirements for building façade modulation in the downtown, and a study of zoning regulations governing use of banner signs, private business and civic/governmental signs that was carried over from 2013 and not quite finished.

Staff resources in 2014 will slightly increase over 2013, but careful allocation of staff time to the highest priorities will still be the focus of both city staff and the Commission. 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 available staff resources.

As can be seen from the staff memo to the Commission with 2014 work tasks and time allocations (See Attachments 1 and 2), there are actually a few more tasks than actual hours to complete such tasks. Thus monitoring work hours for each task will be more critical this year than in the past. Staff always does a check-in with the Commission mid-year to evaluate completion of scheduled tasks by the end of the year 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      X  Other

**NO FORMAL ACTION REQUIRED.**

REVIEWED BY: City Manager, Finance Director

# Memo

To: **Planning Commission Members**  
From: Richard Hart, Community Development Director  
CC: Salina Lyons, Principal Planner; Ann Mueller, Senior Planner  
Date: 1/22/2014  
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.

## ATTACHMENT 2

### 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, Development Agreement and Annexation                                      | { 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.