



City of Covington

Unmatched Quality of Life.

City of Covington
16720 SE 271st Street, Suite 100 • Covington, WA 98042 • (253) 480-2400 • Fax: (253) 480-2401

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

April 17, 2014

6:30 PM

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for April 3, 2014

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 – Action Required

2. Public Hearing on Final Comprehensive Plan Amendment Docket for 2014 & Recommendation to City Council (See Attachment A)

UNFINISHED BUSINESS – None

NEW BUSINESS – None

ATTENDANCE VOTE

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

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

ADJOURN

**CITY OF COVINGTON
Planning Commission Minutes**

April 3, 2014

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:34 p.m.

MEMBERS PRESENT

Jennifer Gilbert-Smith, Ed Holmes, Paul Max, Sean Smith and Alex White

MEMBERS ABSENT – Bill Judd

STAFF PRESENT

Shellie Bates, Office Supervisor

Brian Bykonen, Associate Planner and Code Enforcement Officer

Angie Feser, Parks Planner

Richard Hart, Community Development Director

Salina Lyons, Principal Planner

Ann Mueller, Senior Planner

Pat Patterson, Recreation Manager

Karla Slate, Communications and Marketing Manager

Sara Springer, City Attorney

Kelly Thompson, Planning Commission Secretary

Victoria Throm, Personnel and Human Services Manager

APPROVAL OF CONSENT AGENDA

- Ø **1. Vice-Chair Max moved and Commissioner Holmes seconded to approve the March 6, 2014 minutes and consent agenda. Motion carried 4-0.**

CITIZEN COMMENTS

Joshua Max of a local Eagle Scouts Troop gave a brief presentation about his Eagle Scout Project to rehab the neighborhood food bank by replacing a steel door and upgrading hardware to improve the security. The approximate cost could exceed \$1000 and his troop is taking donations to obtain the funds. He left a flyer with his contact information.

PUBLIC HEARING

2. Downtown Design Standards for Building Façade Modulation and Recommendation to City Council

Ann Mueller, Senior Planner presented the final draft of the Downtown Design Standards, which included changes and corrections made at the March 3, 2014 Planning Commission meeting. She requested any additional feedback and the Planning Commission provided her minor typographical errors and grammatical changes.

Chair Smith opened the Public Hearing. There was no public comment. The public Hearing was declared closed.

- Ø **Vice Chair Max moved and Commissioner White seconded to recommend adoption of the Design Standards for Building Façade Modulation to the City Council. Motion carried 5-0.**

UNFINISHED BUSINESS

3. Discussion of Proposed Changes to City Sign Regulations for Civic, Government, Home Business and A-Frame Signs

Sara Springer, City Attorney, gave an overview of the proposed sign code updates. She explained that it was becoming difficult to identify all of the necessary code amendments based on the layout of existing document. There were also consistency issues that drove the need to fully revise the layout of the document to create a more easily interpreted and enforced sign code.

As part of staff assessment it was becoming clear that the sign code was not meeting the needs of some city departments and programs. Richard Hart, Community Development Director provided the Planning Commission a sheet with 7 items related to the sign code that need to be addressed across various city departments. He explained that there is a balance that needs to be met with regard to city policy, legality and how the codes are applied throughout the city. The 7 items have been discussed internally and it was concluded that these decisions are more of a policy direction and direction should be given by the elected body to the Planning Commission.

Staff will arrange a study session with the City Council and Planning Commission to discuss options and legal implications regarding the sign code. The intent of the meeting will be to obtain direction from the City Council to move forward

with amendments to the sign code. Staff will set a study session at the earliest opportunity, but based on their calendar, it may be a month.

NEW BUSINESS

3. Public Meeting for Covington Draft hazard Mitigation Plan with Comments Provided to City Consultant

Rob Flaner, from TetraTech, the city's consulting Hazard Mitigation Program Manager, gave a brief overview of the intent of the Covington Hazard Mitigation Plan. A copy of the Hazard Mitigation Plan can be found on the city's website www.covingtonwa.gov under the Public Works Department. The comment period runs from 3/21/14 to 4/25/14.

ATTENDANCE VOTE

- Ø **Commissioner White moved and Commissioner Gilbert-Smith seconded to excuse Commissioner Judd's absence. Motion carried 5-0.**

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

The City Council will interview candidates to fill the vacant Planning Commissioner position at the next city council meeting on April 8, 2014.

The next Planning Commission meeting we will be discussing the Comprehensive Plan Amendment Docket. There is an item on the docket from city staff.

ADJOURN

The April 3, 2014 Planning Commission Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

Memo

To: Planning Commission Members
From: Richard Hart, Community Development Director
Ann Mueller, Senior Planner
CC: Salina Lyons, Principal Planner
Date: April 17, 2014
Re: Director's Recommendation for 2014 Annual Comprehensive Plan Amendment Docket

Attached you will find the only application submitted to the Community Development Department for the 2014 Annual Comprehensive Plan amendment docket cycle: the city's Park and Recreation Department Capital Facilities Plan. The deadline to submit an application to amend the Comprehensive Plan this year was Thursday, March 13, 2014.

The Community Development Department staff reviewed the attached application to amend the Capital Facilities Plan Element and the Park and Recreation Element of the Comprehensive Plan.

CPA 01-14 Proposes to update the information in the Parks and Recreation Element and Capital Facilities Plan Element with information from the Parks Capital Facilities Plan that is currently being updated. Detailed information on the proposed changes was not available when the application was submitted but a full track change of the proposed updates to these two elements will be submitted to the Community Development Department in May. See the attached application for information received to date including the schedule for the Parks Capital Facilities Plan that must be approved prior to amending the Comprehensive Plan.

Director's Recommendation on the 2014 Comprehensive Plan Amendment Docket:

The Community Development Director recommends placing the proposed amendment CPA 01-14 on the final 2014 Annual Comprehensive Plan Amendment Docket for further review by city staff and the Planning Commission. At tonight's public hearing, the Planning Commission will hear a presentation by the Park and Recreation Department on their proposed amendments and listen to public comments on placing the proposed amendments on the 2014 Docket. After listening to staff's presentation and any public comment, the Commissioners will deliberate and decide if they want to recommend to the City Council that these proposed Comprehensive Plan amendments be placed on the 2014 Docket for further review by staff, Planning Commission and City Council. The City Council is scheduled to hear the Planning Commission's recommendation on the 2014 docket at their May 13, 2014 meeting.



CITY OF COVINGTON
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: 253-480-2400 • Fax: 253-480-2401
www.covingtonwa.gov

A-430

RECEIVED **COMPREHENSIVE PLAN AMENDMENT APPLICATION**

MAR 13 2014

2014 Application Deadline: March 13, 2014

CITY OF COVINGTON

STAFF USE ONLY

Docket Number: _____ Application Date: _____

City-initiated Privately-initiated

APPLICANT Primary Contact Person

Name: Parks and Recreation Dept.
Address: 16720 SE 271st St #100
City/State/Zip: Covington, WA 98042
Phone: 253-480-2400 Fax: 250-480-2401
E-mail Address: stthomas@covingtonwa.gov
Signature: _____

AGENT Primary Contact Person

Name: Scott Thomas
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____
Signature: _____

PROPERTY OWNER

Name: N/A
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____
Signature: _____

PROPERTY OWNER 2

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____
Signature: _____

TYPE OF COMPREHENSIVE PLAN AMENDMENT

- This is a site-specific amendment proposal. Complete site-specific information below.
- This is a non-site-specific amendment proposal. Complete area-wide/textual amendment information.
- This amendment proposal involves changes to development regulation text and/or tables and/or changes to the zoning map. Complete a separate Application for Development Regulation and/or Zoning Map Amendment.

SITE-SPECIFIC AMENDMENTS

Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.

ADDRESS(ES): _____

ASSESSOR'S PARCEL NUMBER(S): _____ SITE AREA: _____

LEGAL DESCRIPTION(S): _____

- PROPOSED CHANGE TO FUTURE LAND USE MAP DESIGNATION: FROM _____ (CURRENT) TO _____ (PROPOSED)
- PROPOSED CHANGE TO OFFICIAL ZONING MAP DESIGNATION: FROM _____ (CURRENT) TO _____ (PROPOSED)

AREA-WIDE & TEXT AMENDMENTS

Chapter and section of comprehensive plan to be amended: Ch. 6 Parks and Recreation and Ch. 10 Capital Facilities Plan

Indicate either conceptual or specific amendatory language. Please be as specific as possible to aid in the evaluation of your proposal. If specific changes are proposed, please indicate current language and proposed language.

In the current Parks and Recreation Element and Capital Facilities Elements of the Comp Plan, the Parks Capital Facilities Plan (CFP) information and related materials are out of date and identifies the 6-year planning and development projects between 2003–2008. The City has since added park facilities and improvements and secured new funding sources. Covington is currently updating the Parks CFP and the resulting revised project list and funding sources information will be incorporated with these amendments. The updated information from the Parks CFP will replace existing and outdated pieces include Fig. 6.1 Existing City-Owned Parks and Natural Areas, Fig. 6.2 Existing Trails, Bikeways and Paths, Fig. 6.3 Parks and Recreation Capital Improvements Plan Map from the Park's Element and Table 10.3–Cost/Funding Sources for Park and Recreation from the Capital Facilities Plan Element and any other narrative revisions related to the updated information.

DESCRIBE HOW PROPOSAL MEETS DECISION CRITERIA

An amendment may be considered for placement on the final docket under any one of the following circumstances. Check the applicable box, and describe in detail how the proposed amendment complies with the criterion. Attach additional sheets as necessary.

If the proposed amendment is site-specific, the subject property is suitable for development in general conformance with adjacent land use and the surrounding development pattern, and with zoning standards under the potential zoning classifications.

N/A—not site specific

State law requires, or a decision of a court or administrative agency has directed such a change.

N/A—not site specific

There exists an obvious technical error in the pertinent comprehensive plan provision.

N/A—not site specific

DESCRIBE HOW PROPOSAL MEETS SELECTION / DECISION CRITERIA (CONT'D.)

If none of the three conditions on p.2 apply, then the proposed amendment must meet *all five* of the following criteria. Please answer the following questions, providing specific details and attaching additional sheets as necessary.

1. Explain how the proposed amendment is appropriately addressed through the comprehensive plan and how it would be a public benefit to the City of Covington (i.e. enhances the public health, safety, and welfare).

The Parks CFP is being updated to reflect changing park and trail planning, acquisitions, improvements, maintenance and operations as well as funding and partnering opportunities. The updated Parks CFP is anticipated to be approved by the City Council in June of 2014; data and outcomes from the Parks CFP will be used to update the Parks and CFP Elements in the Comp Plan. The public benefits from better allocation of city staff and financial resources to designated priority projects. This results in more effective use of city resources for park and recreation facility development and maintenance.

2. Proposed amendments that are the same or substantially-similar to an amendment proposed during the last three amendment cycles are not eligible for consideration, except in certain cases due to geographic expansion by the City (see CMC 14.25.040(3)). Has the same or a substantially-similar amendment been proposed during the last three annual amendment cycles? No Yes

If yes, how has geographic expansion necessitated the proposed amendment?

3. Does the proposed amendment raise any policy or land-use issues that are more appropriately addressed by an ongoing work program approved by the City Council? No Yes

Please explain:

The information that will be incorporated in these proposed amendments is the result of a Parks Capital Facilities Plan update currently underway and going through a public process. This process includes a public outreach process as well as review and recommendation by the Parks and Recreation Commission and review and approval by the City Council. Some of the resulting information from the updated Parks CFP needs to be incorporated into the Comp Plan.

4. Explain how the proposed amendment addresses significantly changed conditions since the last time the pertinent comprehensive plan map or text was amended. "Significantly changed conditions" are those resulting from unanticipated consequences of an adopted policy, or changed conditions on the subject property or its surrounding area, or changes related to the pertinent comprehensive plan map or text; where such change has implications of a magnitude that need to be addressed for the comprehensive plan to function as an integrated whole.

The existing Parks CFP information and related materials in the Comp Plan is out of date and encompasses the 6-year time frame of 2003-2008. Several park development and improvements have occurred and funding opportunities have changed since the CFP Element was updated in the Comp Plan. These proposed amendments will reflect the new information and priorities from the updated Parks Capital Facilities Plan within the Comp Plan.

DESCRIBE HOW PROPOSAL MEETS SELECTION / DECISION CRITERIA (CONT'D.)

5. Explain how the proposed amendment is consistent with:

(a) The vision, goals, and policies of the comprehensive plan, and other goals and policies of the City:

The City's vision is for an "Unmatched quality of life" and the mission calls for the City to "preserve and foster a strong sense of community." The City goals include providing "parks and recreation...that emphasize and meet the need of youth and families." A thriving recreation and park system is essential to delivering the vision, mission and goals and in Chapter 1 of the Comp Plan it is stated "Parks and Open Space are an important part of our community's future and quality of life." Amending the Comp Plans Park and Recreation and Capital Facilities Program Elements to reflect the updated Parks CFP will make the Comp Plan relevant given the changing conditions since the last update.

(b) The Countywide Planning Policies, the Growth Management Act, State Environmental Policy Act (SEPA), the Washington Administrative Code, and other applicable state and federal laws.

This is an update of an existing element of the Covington Comprehensive Plan and will be consistent with the above applicable policies, code and laws.

COSTS & BENEFITS / ADDITIONAL INFORMATION

1. Describe the effects of the proposed amendment in terms of costs and benefits to the public, both monetary and non-monetary.

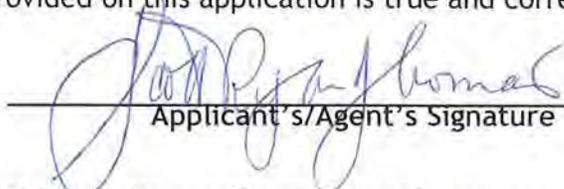
Aside from staff resources, there is not a substantial cost associated with updating the Park Element and Capital Facilities Element with information from the updated Park CFP. There are significant public benefits from providing updated information to staff that directs resources towards implementing the highest park capital project priorities established through the Parks capital plan update process and incorporated them into the Comp Plan.

2. Describe and/or attach any studies, research information, or further documentation that will support this proposal.

Parks Capital Facilities Plan, expected to be approved by City Council in June, 2014.

CERTIFICATION / SIGNATURE

I have reviewed the Comprehensive Plan Amendment Instruction Guide and Timeline, and certify that the information provided on this application is true and correct.


Applicant's/Agent's Signature

3-13-14
Date

Please note: If this is a site-specific amendment proposal, all affected property owners must complete, sign, and have notarized a Property Owner Declaration.

City of Covington
Parks Capital Facilities Plan
Proposed Schedule

Date	Task	Group/Staff	Notes
Oct – Dec 2013	Draft CFP development	Angie/Scott	<ul style="list-style-type: none"> Review past versions Goals of Council, Park & Recreation Commission (PRC), PROS, Comp Plans reviewed/summarized List of all possible park projects with descriptions Initial categorization Proposed ranking
Jan. 15, 2014	Parks and Recreation Commission Work Session	Parks & Recreation Commission	Initial 20-year project list reviewed and suggestions made.
Feb - March	Revisions	Angie	Incorporation of PRC suggestions and development of project cost estimates
March 19, 2014	Parks and Recreation Commission Recommendation	Parks & Recreation Commission	Revised project list with cost estimates added for review by PRC and recommendation to City Council
March 25, 2014	City Council Presentation	City Council	Council review and suggestions of 20-year project list
April 22, 2014	City Council Presentation	City Council	Council review and suggestions of 20-year project list with cost estimates included
May 13, 2014	City Council Adoption	City Council	Presentation and approval
June 10, 2014	<i>City Council Adoption (if additional study is required by the Council)</i>	<i>City Council</i>	<i>Presentation and approval (if additional study is required by the Council)</i>