



city of
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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

December 18, 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, & Jim Langehough.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for November 20, 2014 (Attachment A)

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 – Action Required

2. Review and Recommend 2015 Planning Commission and Community Development Department Staff Work Program Tasks
(Attachment B: Staff Recommended Priority Options)

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.
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**CITY OF COVINGTON
Planning Commission Minutes**

November 20, 2014

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:37 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Bill Judd

STAFF PRESENT

Richard Hart, Community Development Director
Salina Lyons, Principal Planner
Ann Mueller, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- **1. Vice-Chair Max moved and Commissioner White seconded to approve the September 18, 2014 minutes and consent agenda. Motion carried 6-0.**

CITIZEN COMMENTS – None

PUBLIC HEARING - None

UNFINISHED BUSINESS

2. Staff Memo Status Update on 2015 Comprehensive Plan Update

Senior Planner Ann Mueller explained that the elements of the Comprehensive Plan have been consolidated from 12 to 8 elements. Staff will ensure that the Comprehensive Plan Amendments do not create a conflict the Parks Department's PROS plan.

Community Development Director Richard Hart explained that the draft that has been distributed to the Planning Commission is still a work in progress. The consultant is being paid for the final product and staff will continue to work until we have the most complete document possible. Staff will not hold any public meetings on the Comp Plan Update until we are comfortable with the condition

of the draft. The second Tuesday in January Planning Commission will meet with the City Council for a joint study session to review the 2015 Commission work program.

Chair Smith confirmed that there is not a penalty from the State for a delayed Comprehensive Plan Update next June. Mr. Hart said the only impact could be a delay in qualifying for grants without a completed plan. Mr. Hart feels fairly confident that we will have a completed plan within 60 days of the June deadline.

Chair Smith confirmed that highlighted excerpts of the draft Comprehensive Plan will have information added or clarified.

Commissioner Holmes stated that he would like to see the highest priority implementation or action items better defined and yet concise. One of Covington's highest priorities should be to complete widening of SR 516. Mr. Hart explained that only two phases are designed, and the cost is about 11 million for the segment from Multi-Care to Home Depot. The segment from 185th to 192nd is approximately 16 million. Washington State Department of Transportation owns SR 516, and it's difficult for a municipality the size of Covington to totally fund the improvements. Every year staff puts together a plan of our legislative priorities and our lobbyist seeks additional State funding.

Commissioner Gilbert-Smith shared her concern about the percentage of Covington residents that pay more than 35% of their income toward housing as reflected in the Housing Element and wondered if that is correct. Staff said yes.

The Planning Commission also discussed some formatting issues and duplications in narrative throughout the draft Comprehensive Plan. There are opportunities for more concise language throughout the document.

NEW BUSINESS - None

ATTENDANCE VOTE

No notice was received from Commissioner Judd for his absence.

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

Ms. Mueller shared that the City Council will discuss accepting the petition for annexation of the 80 acres adjacent to the Hawk property at the council meeting on January 13, 2015.

Principal Planner Salina Lyons shared that Soos Creek Water & Sewer District has begun construction of infrastructure for the new lift station which will serve the downtown area. Wendy's permits have been issued, and they estimate opening in early spring. Staff will be meeting with the Inland Group to issue their site construction permit for the Affinity & Polaris multi-family mixed-use project in the Town Center. Multi-Care held their groundbreaking ceremony in October, and the contractor is moving dirt and reconfiguring parking. Site Development for Cedar Springs Apartments has been approved, and construction is planned to begin next spring year.

Mr. Hart & Ms. Lyons spoke with Chick-Fila, and they were inquiring about any economic incentives as they proceed with design of their proposed drive-through on the site of the former Burger King. Staff also received a call regarding interest in construction of an additional apartment complex in the east end of Covington, but at this time, any new project couldn't be approved because of traffic concurrency issues.

The Planning Commission will prioritize 2015 work plan items at the December 18 meeting.

The City Council has offered the position of City Manager to Regan Bolli with an anticipated start date of January 12, 2015. In addition Councilmember Wayne Snoey turned in his resignation effective December 31, 2014.

ADJOURN

The November 20, 2014 Planning Commission Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

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

Work Program Item - 2015		Staff Hours
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]	500
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.	Critical Area Ordinance Revisions	150
8.	Shoreline Development Regulation Standards & Permit Process (User Guide) [Carry-over from 2014]	100
9.	Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2014]	200
<u>TOTAL ESTIMATED WORK HOURS FOR 2015 PROPOSED PROGRAMS</u>		2600

Work Program Notes

Available hours in 2015 for work program items with current staffing levels are approximately **2500 hours**.

As a bench mark of comparison, the 2014 PC Work Program contained 9 items with 2700 hours and the 2013 PC Work Program contained 10 items with 2420 hours.

The PC 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 PC responsibilities will fluctuate throughout the application and review process.

Time for city attorney review is not included within the estimate of 2600 hours.

There is one new 2015 work program item, the minor amendments to the Critical Areas Ordinance referencing the Department of Ecology's new wetland rating forms. Staff will coordinate with our Wetland Biologist, Parametrix, regarding the updates and compliance requirements and combine this with the proposed Shoreline User Guide.