



Failures do what is tension relieving, while winners do what is goal achieving.

Dennis Waitley

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 6, 2011 6:30 pm**

CALL TO ORDER

ROLL CALL

Chair Sean Smith, Vice Chair Daniel Key, Jack Brooks, Sonia Foss, Bill Judd, Richard Pfeiffer, and Alex White.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for October 7, 2010
2. Planning Commission Minutes for November 4, 2010
3. Planning Commission Minutes for November 18, 2010

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

1. Public Hearing on Designation of Street Type Amendment

UNFINISHED BUSINESS - NONE

NEW BUSINESS

1. Designation of Street Type Amendment
2. Major and Minor Utility Definitions

ATTENDANCE VOTE

PUBLIC COMMENT

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.ci.covington.wa.us

**CITY OF COVINGTON
Planning Commission Minutes**

October 7, 2010

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

Chair Smith, Vice Chair Key, Jack Brooks, Sonia Foss, Bill Judd, Ed Pfeiffer and Alex White.

MEMBERS ABSENT

STAFF PRESENT

Richard Hart, Planning Manager
Scott Thomas, Parks & Recreation Director
Steve Duh, City Consultant
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for August 19, 2010.

Vice Chair Key observed that the title NEW BUSINESS was inadvertently left off. The correction has been made to the August 19, 2010 minutes.

- Ø **Vice Chair moved and Commissioner White seconded to approve the corrected minutes. Motion carried 7-0.**

CITIZEN COMMENTS – NONE

PUBLIC HEARING – NONE

UNFINISHED BUSINESS – NONE

NEW BUSINESS

- 2. Review and Discuss Proposed Draft Comprehensive Plan Chapter 6: Parks and Recreation Element (Developed from the PROS Plan)

Parks & Recreation Director, Scott Thomas gave an overview of the Comprehensive Plan update process. Currently, the PROS plan needs to be

reconciled with the Parks and Recreation Element of the Comprehensive Plan. The current Parks Element was adopted in 2003 and is out of date.

City Consultant, Steve Duh opened the discussion about the content of the proposed Draft Comprehensive Plan Chapter 6: Parks and Recreation Element requesting concerns, comments and edits from the Planning Commission. One significant change is that the new element no longer references the Community Services or arts and cultural pieces. Secondly, the new draft includes additional content specific to community needs.

Planning Manager, Richard Hart requested the Planning Commission's feedback on any errors or missing items. The Planning Commission will have an opportunity to view any changes in November 2010. Richard also provided estimated timelines for docketing and the Comprehensive Plan Amendment process in accordance with the Growth Management Act.

The discussion continued between the Planning Commission, City Staff and the City's Consultant providing background and explanation of the Six Year Plan. The Planning Commission provided feedback on corrections to discrepancies in numbers and suggestions for editing.

ATTENDANCE VOTE - NONE

PUBLIC COMMENT- NONE

COMMENTS AND COMMUNICATIONS FROM STAFF

Planning Manager, Richard Hart reported that the City Council adopted the new Downtown Zoning Code changes on September 28, 2010. The joint Planning Commission – City Council Study Session is October 26, 2010 at 6:00 p.m.

ADJOURN

The October 7, 2010 Planning Commission Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

**CITY OF COVINGTON
Planning Commission Minutes**

November 4, 2010

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:32 p.m.

MEMBERS PRESENT

Chair Smith, Vice Chair Key, Jack Brooks, Bill Judd and Alex White.

MEMBERS ABSENT

Sonia Foss
Ed Pfeiffer

STAFF PRESENT

Richard Hart, Planning Manager
Scott Thomas, Parks & Recreation Director
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- Ø Vice Chair Key moved and Commissioner Brooks seconded to approve the consent agenda. Motion carried 5-0.

CITIZEN COMMENTS – NONE

SPECIAL ITEM OF BUSINESS

1. Election of Officers

- Ø Vice Chair Key nominated Sean Smith for a second term as Chair. Nomination carries 5-0.
- Ø Commissioner White nominated Vice Chair Key for a second term. Nomination carries 4-0.

PUBLIC HEARING – NONE

UNFINISHED BUSINESS

- 2. Final Discussion of New Proposed Parks & Recreation Element of the Comprehensive Plan.

Parks & Recreation Director, Scott Thomas incorporated the Planning Commission's comments and feedback from the last meeting into the latest draft of the Proposed Parks & Recreation Element of the Comprehensive Plan.

Staff and the Planning Commission also discussed definitions, Park Impact Fees, terminology change suggestions, and typo's.

NEW BUSINESS

3. Discussion of Potential 2011 Work Plan Tasks.

The Planning Commission is tasked with evaluating and prioritizing the 9 tasks listed.

A 10th task with regard to a zoning code amendment related to the Town Center Concept map and Street Types (I, II, III, and IV) may still be added. At the next meeting, the Planning Commission will discuss and begin to prioritize the work program tasks. Some of the items on the list are required by state statute, while others are priorities of the City Council and/or City Staff.

ATTENDANCE VOTE

- Ø Commissioner Brooks moved and Commissioner White seconded to excuse Commissioner Pfeifer's and Commissioner Foss' absence. Motion carried 5-0.

PUBLIC COMMENT- NONE

COMMENTS AND COMMUNICATIONS FROM STAFF

Commissioner White will be out on the 18th.

ADJOURN

The November 4, 2010 Planning Commission Meeting adjourned at 7:43 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

**CITY OF COVINGTON
Planning Commission Minutes**

November 18, 2010

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:31 p.m.

MEMBERS PRESENT

Chair Smith, Vice Chair Key, Sonia Foss and Bill Judd.

MEMBERS ABSENT

Jack Brooks, Alex White, Ed Pfeiffer

STAFF PRESENT

Richard Hart, Planning Manager
David Nemens, Community Development Director
Salina Lyons, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- Ø Vice Chair Key moved and Commissioner Foss seconded to approve the consent agenda. Motion carried 4-0.

CITIZEN COMMENTS – NONE

PUBLIC HEARING – NONE

UNFINISHED BUSINESS

1. Discussion of Potential 2011 Work Plan Tasks.

Planning Manager Richard Hart reviewed the list of Work Plan Tasks for 2011. Chair smith questioned whether it was in the City's best interest

Vice Chair Key suggested moving item #6 and #8 as high as possible on the list following the state required items (moving 6 to 5 and 8 to 6)

Also questioned the role of the Planning Commission pertaining to the City's website. David offered that their role is whatever they want it to be. It can be as little or as much time as desired. Should be a lower priority on the list. Item 7 should be last.

The City council is planning to have one more meeting with the water and sewer districts and that will be the start of the process to address all of the issues related to item #8.

The Planning Commission reached consensus to put the Work Plan Items in the following order: 1 2 3 4 6 8 5 9 7. The Planning Commission Work Plan Tasks will go before the City Council on January 25th, 2011.

At this time it is unknown if there will be any additional code amendments.

NEW BUSINESS

ATTENDANCE VOTE

- Ø Vice Chair Key moved and Commissioner Foss seconded to excuse Commissioner Pfeifer's and Commissioner White and Commissioner Brooks absences. Motion carried 4-0.

PUBLIC COMMENT- NONE

COMMENTS AND COMMUNICATIONS FROM STAFF

Chair Key will be reporting to the City Council on the 14th.

ADJOURN

The November 18, 2010 Planning Commission Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

Memo

To: Planning Commission Members
From: David Nemens, Community Development Director
CC: Richard Hart, Planning Manager
Date: January 6, 2011
Re: Designation of Downtown Street Types Amendment

The recently-adopted downtown zoning code establishes a hierarchy of street types. Each of these street types is associated with a specific set of architectural and site design standards in the code. Some of the major existing and proposed streets in the downtown are assigned street types in the code. However, the code does not clearly state how the street type is to be determined for other existing and proposed streets.

The following minor code amendment is meant to correct this omission. It states that in those cases when a street type is not clearly assigned in the code, the Community Development Director has the authority to assign a street type based on specific criteria.

18.31.060 Downtown zoning districts street types map.

(1) The following downtown zoning districts street map is conceptual and not intended to define the exact alignment of future streets. Streets shall be designed in accordance with the City of Covington Design and Construction Standards, adopted by reference in Chapter [12.60](#) CMC. Modifications to these standards shall be in accordance with Chapter [14.30](#) CMC as a Type 2 land use decision by the City Engineer.

(2) Where a street type is not designated on the downtown zoning districts street map for a proposed street, the Director shall have the authority to determine the street type designation of the proposed street based on the type designation of adjacent or nearby streets, on the purpose and intent of these regulations as stated in Section 18.31.010 CMC. An applicant requesting modification to a Director's determination of a street type designation shall apply for a downtown design departure as stated in Section 14.30.040 CMC pursuant to a Type 2 land use decision.

Memo

To: Planning Commission Members
 From: Richard Hart, Planning Manager
 CC: Salina Lyons, Senior Planner & David Nemens, Community Development Director
 Date: January 6, 2011
 Re: **Proposed Adjustments to the Definitions of Major & Minor Utilities in the Zoning Code**

The recently-adopted downtown zoning code inadvertently left out the definitions of major and minor utilities in the final adopting ordinance. The definitions were included in the drafts that were reviewed by the City Council. Upon advice from the City Attorney, we were instructed to take this omission to the Council with a new ordinance and indicate it was a “scribner’s” error and ask that they adopt a new ordinance with the omitted definitions. These definitions align with the other features in the new use table of the downtown code.

We wanted to provide the Planning Commission with a copy of the proposed definitions so you were aware of the process. The attorney indicated it was not necessary to hold a hearing with the Planning Commission. We are interested in getting these definitions into the code as quickly as possible as the utility companies have some projects on the drawing board that may need to reference these definitions. The exact language is as follows:

18.20.1349 Utility facility, major.

“Utility facility, major” means large scale facilities that serve a regional need, have major above-ground visual impacts and/or result in noise, odors, or other activities that are incompatible with residential and other less intensive uses. Such facilities may include sewage treatment plants, transfer stations, electrical substations, high voltage transmission lines, regional water storage tanks and reservoirs, storage yards and regional sewer collectors and interceptors. This definition does not include wireless communication facilities.

18.20.1350 Utility facility, minor

“Utility facility, minor” means a small scale facility serving primarily local distribution needs within the City, including underground power lines, water distribution lines, sewer lift stations, and storm water conveyance pipes, fiber optic cable, pump stations and hydrants, switching boxes, and other structures normally found in a street right-of-way to serve adjacent properties.