

# Covington: Unmatched quality of life



## **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 24, 2012 - 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 2012 Work Plan

**PUBLIC COMMENT** *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.*

### **ADJOURN**

*Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 a minimum of 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.*

***\*Note\* A Regular Council meeting will immediately follow at approximately 7:00 pm***

## **Agenda Item 1**

Covington City Council Study Session

Date: January 24, 2012

**SUBJECT:** JOINT MEETING WITH PLANNING COMMISSION TO DISCUSS 2012  
PLANNING COMMISSION WORK PLAN TASKS

**RECOMMENDED BY:** Richard Hart, Community Development Director  
Ann Mueller, Senior Planner

**ATTACHMENTS:**

1. Staff Memo to Planning Commission with final Ranking Priorities for Proposed 2012 Work Program Tasks

**PREPARED BY:** Ann Mueller, Senior Planner

**EXPLANATION:**

Each year, usually at the end of January, the Planning Commission meets with the City Council to review and agree on specific work tasks that the Planning Commission and Community Development Department staff should be addressing during the upcoming year. The Planning Commission gives consideration to priorities of the Community Development staff, the City Council, the Commission Members themselves, and available staff resources.

This year the Commission's proposed work priorities involve some statutorily required elements such as: the annual Comprehensive Plan Amendment docket and completion of the specific shoreline development permit process and regulations for incorporation within the Covington Municipal Code (CMC) that will govern future shoreline development permits in Covington. In addition, there are other proposed work program tasks resulting from Council direction, including a study of the Northern Gateway unincorporated area ("Northern Notch"), an analysis of park impact fees, tax exemption ordinance for multi-family developments, and land use regulations governing medical marijuana. Remaining work tasks that the staff and Commission feel are important include a complete overhaul of the wireless communication regulations and an assessment of our needs to complete the 7-year GMA update of our Comprehensive Plan due in two years. And as always, we have several zoning code amendments that should be addressed if time permits, including street vacation procedures and the definition sections of the zoning, subdivision and development code. See Attachment #1.

Staff resources in 2012 will again be limited as in 2010 and 2011 with our "new normal", so careful allocation of staff time to the highest priorities will be the focus of both staff and the Planning Commission. Hopefully we will be able to address most, if not all, of the proposed Planning Commission work priorities in the suggested order of preference. Of course, the City Council may always reorder the priorities or direct the Planning Commission and staff to add new work tasks throughout the year, consistent with staff resources.

**ALTERNATIVES:**

- 1.) Request additional information or input from staff or the Planning Commission.

**FISCAL IMPACT:**

Completion of the majority of the Planning Commission and Council recommended work program tasks will require the continuation of the temporary Senior Planner position for long-range planning that was added to the department in October, 2011. That position is currently in the 2012 approved budget and involves approximately \$110,000 annually for salary and benefits, paid from the general fund.

**CITY COUNCIL ACTION:**    \_\_\_\_\_Ordinance \_\_\_\_\_Resolution \_\_\_\_\_Motion    \_\_\_\_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, Senior Planner; Ann Mueller, Senior Planner

Date: 01/18/2012

Re: Discussion of Potential Planning Commission Work Plan Tasks for 2012

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Community Development staff is providing the Planning Commission with a list of potential work program tasks for 2012. The Commission asked staff to provide some magnitude of time involved with each project and our suggested priority for the Commission to consider, as you prepare your recommendation to the Council in a joint study session in January or February, 2012. The list below provides that information.

The Commission traditionally meets with the Council at the 2nd Council meeting in January. Currently the Council study session is scheduled for January 24, 2012. The Council then makes a final decision on tasks and priorities for the Commission working with staff based upon resources.

- 1) **Annual Comprehensive Plan Docket** {Required by State and Local Statue} 500-800 staff hours – Richard, Ann, Salina, Nelson  
  - Revisions to Land Use and other identified Elements to update annexation policies
  - Review and process any amendments submitted by Feb. 13, 2012.
- 2) **Park Impact Fees Analysis** {Directed by Council} 50 staff hours – Richard, Ann, Salina, Scott,
- 3) **Shoreline Development Regulations** consistent with the Shoreline Master Program adopted in 2011. 150 staff hours – Ann & Richard
- 4) **Covington Northern Gateway Study of PAA 1 (possibly PAA 4)** {Directed by Council} 1000 hours- Ann & Richard  
  - Scoping, writing RFP, consultant selection and oversight of multi-phased analysis of an identified study area and development of a Subarea Plan for future incorporation of land to the north of the City's current city limits
- 5) **Revision of Wireless Communication Regulations in Zoning Code.** 200 staff hours- Ann & Salina
- 6) **Continuing Zoning Code Amendments** {Staff Concern}  
  - Revision of Definitions Section in Title 14 & Title 18 100 staff hours – Ann & Salina
- 7) **Preliminary work for 2013 Comprehensive Plan Update** { Required by State Statue} 250 staff hours– Ann, Richard & Salina