

# 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 25, 2011 - 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 2011 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. [www.ci.covington.wa.us](http://www.ci.covington.wa.us)*

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

# Agenda Item 1

Covington City Council Meeting

Date: January 25, 2011

SUBJECT: DISCUSS PLANNING COMMISSION 2011 WORK PROGRAM TASKS

RECOMMENDED BY: David Nemens, Community Development Director  
Richard Hart, Planning Manager

ATTACHMENTS:

1. Staff Memo to Planning Commission with final Ranking Priorities for Proposed 2011 Work Program Tasks

PREPARED BY: Richard Hart, Planning Manager

EXPLANATION:

Each year in January or February, the Planning Commission meets with the City Council to review and agree on specific work tasks that the Planning Commission should be working on. The Planning Commission gives consideration to priorities of the Community Development staff, the Commission Members themselves, and the City Council.

This year the Commission's proposed work priorities involve some statutorily required elements such as: the annual Comprehensive Plan Amendment docket; completion of the Shoreline Master Program and incorporating provisions of that program into the Covington Comprehensive Plan and development regulations; and new state requirements for electric vehicle charging stations. In addition, there are other proposed work program tasks involving one code amendment directed by the Council on banner signs, additional code clean-up on traffic impact fees, identifying solutions to infrastructure needs in the downtown, improving website documents and forms, and other miscellaneous zoning code amendments. See Attachment #1.

Staff resources in 2011 will be limited again as in 2010 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 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 work tasks consistent with staff resources.

ALTERNATIVES:

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

FISCAL IMPACT:

None.

CITY COUNCIL ACTION: \_\_\_\_\_ Ordinance \_\_\_\_\_ Resolution \_\_\_\_\_ Motion  X  Other

**NO FORMAL ACTION REQUIRED.**

REVIEWED BY: City Manager

# Memo

**To:** Planning Commission Members  
**From:** Richard Hart, Planning Manager  
**CC:** David Nemens, Community Development Director  
**Date:** November 18, 2010  
**Re:** Discussion of Potential Planning Commission Work Plan Tasks for 2011

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Based upon Planning Commission and staff discussion at the Nov. 4 Meeting, the Community Development Staff is providing the Planning Commission with a list of potential work program tasks for 2011. 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, 2011. The list below provides that information.

The Commission traditionally meets with the Council at the 2<sup>nd</sup> Council meeting in January or the 1<sup>st</sup> meeting in February to make a recommendation on work program tasks for the upcoming year. The Council then makes a final decision on tasks and priorities for the Commission working with staff based upon resources.

Given the current staff resources, it is unlikely that all 100% of these tasks can be accomplished, but it is always good to have a list from which to choose.

The first three tasks are required by State and local statutes. The next two-tasks four and five-have been directed by the Council. Task six is necessary because it was inadvertently left out of the recently adopted downtown design standards & guidelines. Task seven is necessary as the City is totally overhauling it's city website, and the Community Development Department elements and references to forms, documents, programs, and services must be revised to be up to date and more user-friendly. Task eight is a high priority of both the City Manager and the Community Development staff since it relates to future development of the downtown, including projects such as the Valley Medical health facilities and any future housing or other projects. Tasks seven & eight will be ongoing all year long, will require substantial hours, and will depend upon staff availability. Task nine consists of three zoning code amendments that have always been on our long-range list of code amendments for several years. While these tasks need to be corrected, we have adjusted to them with the current language for years and can probably survive another year.

- 1.) **Completion of the Shoreline Master Program Adoption by Council** {Required by Statute and DOE Contract} 400 staff hours-Richard and Salina
- 2.) **Annual Comprehensive Plan Docket** {Required by State and Local Statute} 1000 hours-Richard, Scott, Nelson, Don & Salina
  - a.) New Shoreline Master Program Element
  - b.) Revised Parks & Recreation Element
  - c.) Revised Capital Facilities Element
  - d.) Revised Downtown Element with Street Grid
- 3.) **Development of Zoning Regulations for Electric Vehicle Charging Stations** {Required by State Statute} 200 staff hours-Richard & Salina
- 4.) **Revised Zoning Regulations for Banner Signs** {Directed by Council} 60 staff hours-Richard, Salina & Louis.
- 5.) **Zoning Code Amendment to give CD Director ability to designate street types in TC Zone for determining design guidelines when public street type is not so designated.** {Staff Concern} 40 staff hours-David & Salina
- 6.) **Water & Sewer Infrastructure Needs in Downtown Zones** {Major Concern of City Manager & Staff} 400 staff hours-David, Salina, Nelson, Don, City Manager & Utility Companies
- 7.) **Municipal Code Changes for Deferral of Collection of Traffic Impact Fees** {Directed by Council} 60 staff hours-David, Glenn, Don & Salina
- 8.) **Continuing Zoning Code Amendments** {Staff Concern}
  - a.) Revise Right-of-Way Vacation Chapter in Zoning Code to meet State requirements per RCW 60 staff hours-Salina & Nelson
  - b.) Revision of Definitions Section in Zoning Code 150 staff hours-Richard & Salina
  - c.) Revision of Wireless Communication Regulations in the Zoning Code 150 staff hours-Salina & Richard
- 9.) **Update Community Development Website: Forms, Documents & Services** {Staff Concern} 200 staff hours David, Kelly, Robert, & Salina