

CITY OF COVINGTON
Planning Commission Minutes

February 17, 2011

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:35.

MEMBERS PRESENT

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

MEMBERS ABSENT

Ed Pfeifer & Alex White

STAFF PRESENT

Richard Hart, Acting Director of Community Development
Salina Lyons, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- 1. Commissioner Foss moved and Vice Chair Key seconded to approve the consent agenda including the minutes for January 20, 2011. Motion carried 5-0.

CITIZEN COMMENTS – NONE

The record is noted to show that Commissioner White arrived at 6:38 p.m.

PUBLIC HEARING

2. Code Amendments for Banner Signs

Acting Community Develop Director, Richard Hart, explained that the City Council had asked that staff and the Planning Commission look at the current banner sign regulations. Currently, the banner sign permit applications require intake and review. The suggested amendments will allow permits to be issued over-the-counter. Additionally, the suggested amendments contain a size limitation, location requirements, and number of days allowed for display.

The City received comments from Washington State Department of Transportation relating to signs being placed on SR516/SR18 interchange. Approval must be given by WSDOT prior to placement of any signage being installed.

3. Decision Authority for Extension of Commercial Site Development Applications

Richard Hart explained the decision authority for Commercial Site Development Application Extension approvals currently rests with the City Council. This process could be more easily handled at a staff level. Existing regulations state that the permit approvals are valid for 3 years and the applicant can request two 1-year extensions. The suggested amendment allows for a single extension for a period of 2 years and approval at the staff level.

UNFINISHED BUSINESS

- Vice Chair moved and Commissioner Foss seconded to recommend to the City Council to adopt the changes to the Covington Municipal Code 18.55.050 Code Table 1 for Special Sale/Promotional Events and Grand Openings to change the maximum number of signs to two, the maximum sign area to 32 square feet, the maximum height to not be located above the base of the roofline, and maximum length of display not exceed 120 days. Motion carried 6-0.
- Commissioner Brooks moved and Commissioner White seconded to recommend to the City Council to adopt the Change of Decision Authority for Extension of Site Development Permit Approvals in Covington Municipal Code 18.110.080. Motion carries 6-0.

NEW BUSINESS

4. Discussion of 2011 Comprehensive Plan Amendment and Development Regulation Amendment Docket

Richard Hart reviewed the Comprehensive Plan Amendment Instruction Guide and Timeline with the Planning Commission. There are four (4) proposed amendments available for public review and to comment on. There have been no comments received to date. Any public comments received will be put on our website by March 4, 2011. The next step in the process is for the Planning Commission to review and discuss the four (4) proposed amendments.

There is a study session scheduled for April 12, 2011 with the Planning Commission and City Council to present the recommended docket. The City Council will hold the Public Hearing on April 26, 2011.

ATTENDANCE VOTE

- Commissioner Brooks moved and Commissioner Foss seconded to excuse Commissioner Pfeifer's absence. Motion carried 6-0.

PUBLIC COMMENT

David Lucavish – Citizen and City Councilperson - The City Council appreciates all the work the Planning Commission has done over the last year. The Planning Commission went through a number of complicated issues and had a lot on their plates. The City Council appreciates the Planning Commission's opinions and comments.

COMMENTS AND COMMUNICATIONS FROM STAFF

Richard Hart noted that David Nemens is on leave for an undetermined period of time. Once further information is available it will be shared.

Daniel Key congratulated Chair Smith on receiving Commissioner of the Year award.

ADJOURN

The February 17, 2011 Planning Commission Meeting adjourned at 7:16 p.m.

Respectfully submitted,



Kelly Thompson, Planning Commission Secretary