



City of Covington

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City of Covington

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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

March 6, 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.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for February 20, 2014

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 – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

2. Discussion of Scope and Specific Changes to City Design Standards for Building Façade Modulation in the Town Center (See Attachment A)

ATTENDANCE VOTE

PUBLIC COMMENT: (Same rules apply as stated in the 1st CITIZEN COMMENTS)

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF (See Attachment B)

ADJOURN

*Any person requiring a disability accommodation should contact the City at least 24 hours in advance.
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Web Page: www.covingtonwa.gov

**CITY OF COVINGTON
Planning Commission Minutes**

February 20, 2014

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:33 p.m.

MEMBERS PRESENT

Paul Max, Ed Holmes, Bill Judd, Sean Smith, Binoy Varughese and Alex White

MEMBERS ABSENT – Jennifer Gilbert-Smith

STAFF PRESENT

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

APPROVAL OF CONSENT AGENDA

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

CITIZEN COMMENTS - None

PUBLIC HEARING – None

UNFINISHED BUSINESS - None

NEW BUSINESS

2. Discussion of Scope and Specific Changes to City Design Standards for Building Façade Modulations in the Town Center

Principal Planer, Salina Lyons provided some background on the existing Downtown Design Standards. Senior Planner, Ann Mueller added that now that projects are coming in, staff has found it necessary to propose amendments to make modulation standards more restrictive. These changes will require an architect be more creative when addressing long blank walls. The intent of the amended code is to improve the appearance and quality of the building design. The Planning Commission discussed how the building wall elements are intended and found some clarification is needed.

Staff clarified that the sidewalk requirements are based on street types and existing drive-through uses in the Town Center are classified as legal non-conforming lots. New drive-through uses are not allowed in the Town Center zone.

Commissioner Holmes asked for better clarifying language with regard to applying criteria to all blank walls. Ms. Lyons responded that the intent is that the building should be designed from all 4 sides of the building.

Commissioner Judd asked about the possibility of several buildings having a variety of paving and sconces that would not look cohesive. Mr. Hart gave an example in Mercer Island that he felt offered variety and identity.

Chair Smith noted examples of "shall" vs. "should". Ms. Lyons responded that this language directly correlates to the street type already in our existing downtown design regulations. We are not proposing any changes to those "shall" or "should" statements.

ATTENDANCE VOTE –

- Ø **Commissioner Holmes moved and Vice-Chair Max seconded to excuse Commissioner Gilbert-Smith's absence. Motion carried 6-0.**

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

Ms. Lyons shared that Wendy's has submitted an application for Commercial Site Development. Staff also gave a presentation to City Council on a mixed-use project that is being proposed on the Ashton property by the Inland Group.

Ms. Mueller added that the City Council approved four ordinances regarding the Hawk property Subarea Plan and Planned Action Ordinance.

ADJOURN

The February 20, 2014 Planning Commission Meeting adjourned at 7:46 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

COVINGTON DOWNTOWN DESIGN STANDARDS

A. Design Intent

1. Downtown Design Vision
2. Relationship of Street Types and Districts
3. Districts – Key Design Objectives
 - i. Town Center (TC)
 - ii. Mixed Commercial (MC)
 - iii. General Commercial (GC)
 - iv. Mixed Housing Office (MHO)
4. Should vs. Shall

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A. DESIGN INTENT

1. Downtown Design Vision

Downtown Covington is envisioned to develop as an active social and economic center. An activated streetscape and public realm are the central design objectives to creating a lively and vibrant Downtown. Proposed development in the Downtown is expected to respond to the following design guidelines and standards in a manner that elevates the level of building and site design to promote a pedestrian-oriented community.

2. Relationship of Street Types and Districts.

There are four Districts within the Downtown Zone each with their own unique character, intensity of development and associated development regulations. There are also four street types that are expected to have varying levels of pedestrian activity and unique urban design attributes. These design guidelines and standards have been organized first with the applicable standards to all Downtown Districts and then by street types within the Downtown.

3. Districts - Key Design Objectives

- i. Town Center (TC) The Town Center District is the pedestrian-oriented core of Downtown and allows the most intensive level of development in Downtown. The emphasis of this District is on mixed-use development that includes pedestrian-oriented retail, high density residential development, and civic uses. The development of a walkable street grid is a key objective of this District. Developments in this District are expected to have the highest degree of pedestrian orientation and design quality.
- ii. Mixed Commercial (MC) The Mixed Commercial District is applied to the majority of the Covington Downtown Area. The District encourages a mix of commercial and multi-story residential uses, public uses, and allows for large-format and auto-oriented retail provided they meet pedestrian-oriented design standards that are more flexible than those applied to the Town Center District. Developments within this District are expected to achieve high design quality and a moderate to high level of pedestrian orientation.
- iii. General Commercial (GC) The General Commercial District is applied to a limited area of the Downtown and is intended to allow the widest range of uses, coupled with more limited design standards than other areas of Downtown. Allowed uses include all commercial and some light industrial uses, as well as offices, major transportation and utility facilities, and residential uses that are appropriately buffered to ensure compatibility. Development and design standards are less prescriptive and provide greater flexibility to accommodate the intended uses. A high level of pedestrian orientation is not expected in this District.
- iv. Mixed Housing Office (MHO) The Mixed Housing/Office District is applied to areas where infill development and redevelopment of low intensity areas with multi-family housing and office is encouraged. Residential uses that are encouraged in this District include townhouses, cottages, and low-rise multi-family. Office development and limited neighborhood retail is also allowed. Development and design

standards applied to this District require buffers, lower height limits and building scale that is appropriate to the size of the lot. Because of the increased density allowed in this District, developments are expected to achieve a higher design quality and be sensitively integrated into the existing neighborhood.

4. Should vs. Shall

When a standard uses the word “shall”, the standard is mandatory. When a standard uses the word “should”, the standard is mandatory unless the applicant can demonstrate, to the satisfaction of the Director, an equal or better means of satisfying the standard and objective.

B. DESIGN STANDARDS: ALL DOWNTOWN DISTRICTS

1. Site Design

a. Sidewalk Zones and Streetscape Features

Intent: To produce a streetscape that is safe, convenient, comfortable and appealing for people on foot.

1. Amenity Area: Signs, street furniture, lighting, landscaping, etc., shall be located in the amenity area. Requirements for this area are associated with street type and found in Section C of this document.
2. Clear Walkway Area: Sidewalk area shall maintain a clear 5 foot dimension for pedestrian travel. Signs, street furniture, planters and other amenities shall not encroach upon the clear walkway area.
3. Storefront Area: Sidewalk area outside the pedestrian travel area may be used for outdoor dining and/or display. Requirements for this area are associated with street type and found in Section C of this document.

1. Site Design

b. Parking Lot Screening and Landscaping

Intent: To diminish the amount of asphalt and parked cars visible from the street and to buffer it from other uses of lesser intensity and allow for infiltration of run-off, to offer shade to otherwise bare paved areas, and to visually soften expanses of parking.

1. Parking lots shall integrate main drive aisles to appear more like streets, and shall include sidewalks, landscaping including trees, and pedestrian scaled lighting.
2. Masonry walls and other structural screening features shall be used only for corner accents or where screening of headlights is necessary, and shall not be used as a substitute for landscaping.
3. Within any parking area located between the building façade and a street, there shall be at least one tree planted for every 5 parking stalls.
4. Within any parking area located to the side of a building, there shall be at least one tree planted for every 8 stalls.
5. Within any parking area located behind a building, there shall be at least one tree planted for every 12 stalls.
6. Parking aisle shall be organized to create a central pedestrian access to building entries. Outer parking aisles shall incorporate at least a 4 foot drainage swales between parking rows.
7. Trees should be distributed throughout the parking area to provide ample shading and visually soften the parking area.
8. In addition to trees, shrubs and perennials shall be planted as understory at the base of tree planting beds.
9. —Grouping trees may be allowed to accommodate natural features, so long as the equivalent number of trees are planted and so long as the grouping is within the parking area. Curbs or other methods of preventing vehicles from damaging the trees shall be installed.
10. Tree retention in parking lots is encouraged. Every tree over 6 inches in caliper that is retained is equivalent to one required new tree.
11. The Director may approve other approaches to screening, so long as the intent is satisfied.

1. Site Design

c. Site Lighting

Intent: To ensure that lighting contributes to the character of the streetscape and does not disturb adjacent developments and residences.

1. Use City-approved standardized fixtures for sidewalk lighting.
2. Lighting elements throughout and surrounding the site should be complementary, including pedestrian pathway, accent and parking lot lighting, lighting of adjacent developments and the public right-of-way.
3. All lighting shall be shielded from the sky and adjacent properties and structures, either through exterior full cut-off shields or through optics within the fixture.
4. Lighting used in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.
5. Parking lot lighting shall be appropriate to create adequate visibility at night and evenly distributed to increase security.

d. Pedestrian Pathways through Parking Lots and to Adjacent Development

Intent: To ensure that there is a clear route of movement for pedestrians from the public street to a building entrance.

1. Each development should include at least one paved walkway connecting the sidewalk along each street frontage to the entrance(s) of building(s) on the site.
2. The walkway shall be a minimum of 5 feet in width.
3. Where the walkway crosses a parking lot, a color, paving pattern or "ladder" striping shall be used to differentiate it from driving surfaces.
4. Landscaping shall be provided along one side of the walkway, except where it crosses a drive lane.

1. Site Design

e. Treatment of Outdoor Sales, Equipment and Storage Areas (where allowed)

Intent: To reduce the visual impacts of storage, trash, and service areas.

1. The total area allowed for outdoor storage and/or merchandise display shall be less than five percent (5%) of the total gross square footage of building occupied by the use; provided, however, that such area may exceed five (5%) percent if it is fenced and screened. This standard does not apply to temporary uses such as material storage during construction or street vendors.
2. Any storage, service and truck loading areas, utility structures, storage tanks, elevator and mechanical equipment on the ground or roof shall be screened from public view in such a manner that they are not visible from public streets, sidewalks, or residential areas located adjacent to the Town Center.
3. Loading docks, trash collection, and other service areas shall include roofs or overhead protection to appropriately meet required stormwater standards. Drainage shall be designed to meet applicable NPDES standards.
4. Other mechanical equipment located on the ground, roof or wall-mounted and visible from the street, common areas, or public vantage point should be screened in a similar manner. (Also see Design Standards: All Downtown Districts, Building Design, Mechanical and utility Equipment, B.2,h.)
5. All on-site service areas, loading zones, outdoor storage areas, garbage collection and recycling areas and similar activities shall be located in an area not visible from public streets. Consideration shall be given to developing common service courts at the interior of blocks. Service areas should accommodate loading, trash bins, recycling facilities, storage areas, utility cabinets, utility meters, transformers, etc. Service areas shall be located and designed for easy access by service vehicles and for convenient access by each tenant. Any emissions of noise, vapor, heat or fumes shall be mitigated.
6. Trash collection and outdoor storage tank areas shall be located within enclosed structures constructed of similar materials and quality of the associated buildings, with a gate that can be closed. The gate shall be similarly treated or located in an area not visible from the street.

1. Site Design

f. Treatment of Drive-Through Areas (where allowed)

Intent: To reduce vehicle/pedestrian conflicts and improve the pedestrian environment.

1. Drive-through facilities and stacking lanes shall not be located along the street frontage of a building that faces a right-of-way. Stacking lanes shall be designed so as to be able to accommodate all vehicles on-site, and no part of a vehicle using a drive-through facility shall project into the public right-of-way.

g. Buffers and Transitions to MHO and Zones Outside Downtown

Intent: To require additional features to be incorporated into higher density residential development when located adjacent to properties zoned for lower density single-family use in order to enhance the compatibility between uses.

1. Incorporate at least two of the following site features between different zones (per development standards) :
 - i. increased setback
 - ii. evergreen buffer of dense trees or hedge
 - iii. vegetated fencing or wall
 - iv. A feature not on the list that meets the intent and is approved by Director
2. Existing non-hazardous trees within the site and adjacent to the neighboring development should be retained.

h. Connections to Future Trails

Intent: To increase the connectivity and provide for alternative modes of transportation through and around the Town Center District.

1. Developments adjacent to existing and future mapped trails shall incorporate pedestrian/bicycle connections that are visible from public rights-of-way and/or building entrances.

1. Site Design

i. Public Spaces

Intent: To provide an enhanced pedestrian experience by linking public plazas, courtyards and other gathering spaces.

1. If plazas, courtyards and other pedestrian areas are included in the project as part of a FAR (Floor Area Ratio) Bonus Program or other development requirement the following guidelines shall be addressed:
 - a) Spaces shall include additional landscape conducive to pedestrian use, accent lighting, public art, benches and/or low seating walls, and brick or other special paving.
 - b) Public space shall not be occupied by driveways, service areas, or any other vehicular use. This does not preclude occasional access to the space for service vehicles or temporary events.
 - c) Public spaces should be oriented toward the south (for solar exposure) when possible to create a more comfortable micro-climate.
2. Public spaces shall be directly linked both visibly and physically from public sidewalks and walkways.
3. Intersections of type I and II streets should be marked with setbacks that allow for public spaces. Rather than meeting the corner, new buildings should incorporate forecourts, plazas, or gardens that welcome the public and offer a dramatic statement at the corner.

2. Building Design

a. Prominent Entrances

Intent: To ensure that entrances are easily identifiable and accessible from streets and sidewalks.

1. Locate primary entrances so that they are visible from the public right-of-way. The entry shall be marked by architectural elements such as canopies, ornamental lighting fixtures and/or fixed seating that offer visual prominence.
2. Residential uses should incorporate a porch or stoop as a transition between the sidewalk and entry.

b. Ground Level Details

Intent: To reinforce the character of the streetscape and provide pedestrian amenities. To ensure that dwelling units at street level are safe and comfortable for the occupants of the units, while also ensuring that the exterior of the unit is attractive and pedestrian-friendly for people walking on the street sidewalk.

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of at least four of the following elements:
 - i. Kick plates for storefront windows
 - ii. Projecting window sills
 - iii. Pedestrian-scale signage
 - iv. Exterior lighting sconces
 - v. Containers for seasonal plantings
 - vi. Window box planters
 - vii. Benches and seat walls along 30% of the length of the façade
 - viii. Decorative paving in the sidewalk
 - ix. Decorative brick, tile or stone work on the ground floor façade
 - x. A feature not on the list that meets the intent and is approved by Director.

2. Ground floor residential uses fronting on a street

i. The finished floor of the ground floor residential units shall be elevated at least two feet above sidewalk grade to provide additional privacy for the residences at the street level.

ii. The finished floor of the ground floor unit designated for ADA (Americans with Disabilities Act) accessibility may have a front door at the same grade as the street sidewalk.

iii. Primary or secondary access shall be provided to the unit via a front door to the street sidewalk or a walkway to a patio/porch along the street sidewalk.

2. Building Design

c. Transparency Zone

Intent: To provide a visual connection between activities inside and outside of buildings.

1. On all streets: buildings shall include windows with clear vision glass on at least ~~25~~40 % of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street. Increased requirements for transparency are associated with street type and found in Section C of this document. Windows into parking garage space shall not qualify. If windows are not appropriate, decorative art (such as non-commercial murals or relief sculpture), significant architectural detailing or wall-covering landscaping may be used, as approved by the Director.

d. Treatment of Blank Walls

Intent: To soften the visual impact of any wall that does not have windows.

1. Any blank wall that faces a street shall incorporate at least five of the following features:
 - i. An architectural plinth (a stone or masonry base at least 36" high)
 - ii. Belt course(s) of masonry
 - iii. A vertical Trellis with vines planted that will grow vertically, cable structures installed on the building wall for climbing plants to grow vertically or a living wall (aka biowalls, vertical gardens, or modular green walls) that is designed as part of the building envelope system where plants are actually planted and growing in a wall system. Both should be located in association with a raised planter at least two feet high and three feet wide integrated into the building design. Trellis and cable structures shall be planted with climbing vines or plant materials sufficient to obscure or screen at least sixty percent of the wall surface within three years.
 - iv. Recesses at least 4 feet wide and 2 feet deep
 - v. Overhanging roof
 - vi. Decorative tile work
 - vii. Accent lighting
 - viii. Artwork that does not contain a commercial message
 - ix. Evergreen hedgeLandscape planting bed at least five feet wide or raised planter bed at least two feet high and three feet wide in front of the wall. Such planting areas shall include plant materials sufficient to obscure or screen at least sixty percent of the wall surface within three years. The applicant shall utilize plant materials which complement the natural character of the Pacific Northwest, and which are adaptable to the climatic, topographic, and hydrologic characteristics of the site and should include native species.
 - x. Seating (benches or ledges)
 - xi. A feature not on the list that meets the intent, as approved by the Director.

2. If a blank wall is on a building within a phased development in which other buildings are indicated on an approved plan to be built between the blank wall and the street, the Director may waive this requirement.

2. Building Design

e. Massing and Articulation

Intent: To reduce the apparent bulk of larger buildings and maintain a pedestrian scale. Buildings shall be designed with consistent building details and proportions on all sides ensure a "four-sided" quality to a building. Upper-story features should improve the relationship between the upper story and the street.

1. Buildings 30 feet in height and taller shall distinguish a "base" at ground level using articulation and materials such as stone, masonry, or decorative concrete.
2. The "top" of the building will emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level step back or pitched roofline.
3. The "middle" of the building should be distinguished by a change in materials or color, windows, balconies, step backs and signage.
4. The design of the building shall provide consistent architectural details and avoid monotonous building massing and design. Architectural details and colors shall be consistent on all building walls.
5. Upper stories of buildings should maintain an expression line along the façade such as a change of material, projections or setbacks to reduce the perceived building mass. Upper floor windows should be divided into individual units and not consist of a "ribbon" of glass.
46. ~~Buildings shall include articulation along the all façades, facing and visible from streets. Details and elements should be integral to the overall building design and should not appear added on.~~ The purpose is not to create a regular rigid solution but rather to break up the mass in creative ways to add interest and reduce a building's apparent scale. At least two of ~~In order to provide interest and variation appropriately scaled to the building, all facades shall incorporate~~ the following methods ~~shall be included:~~
 - i. distinctive roof forms,
 - ii. ~~changes in materials~~ Integrally textured, colored, or patterned materials such as stone or other masonry,
 - iii. windows articulated with mullions, recessed windows, punched windows ~~window patterns, etc, as well as application of complementary articulation around doorways and balconies,~~
 - iv. Landscaping.
 - Preferred: A vertical trellis system, cable structures installed on the building wall for climbing plants to grow vertically or a living wall (aka biowalls, vertical gardens, or modular green walls) that is designed as part of the building envelope system where plants are actually planted and growing in a wall system. Both should be located in association with a raised planter at least two feet high and three feet wide integrated into the building design. Trellis and cable structures shall be planted with climbing vines or plant materials sufficient to obscure or screen at least sixty percent of the wall surface within three years, different colors
 - Alternative if the applicant can demonstrate to the satisfaction of the Director that a vertical trellises or cable system or green wall are not appropriate, an alternative landscaping feature(s) of equal or better means of satisfying the intent may be allowed.

v. architectural methods of breaking down the façade, such as changes of plane, vertical fins.

vi. ~~_____ A feature not on the list that meets the intent~~An alternative method of providing visual interest at the pedestrian level and reduces the perceived building mass and meets the intent, as approved by the Director.

f. Roofline and Roof-mounted Equipment

Intent: To ensure that roof forms provide distinctive profiles and interest and to screen rooftop mechanical and communications equipment from the ground level of nearby streets and residential areas.

1. ~~1.~~Mechanical equipment shall be screened by an extended parapet wall or other roof form that is integrated with the architecture of the building.
2. No roofline ridge should run unbroken for more than 80 feet. Vertical or horizontal articulation is required.

g. Mechanical Equipment

Intent: To ensure well-screened, mechanical equipment and/or planting materials to screen mechanical equipment and other utility hardware that projects a high quality appearance. Such screening measures should enhance the building's appearance.

1. Mechanical equipment or other utility hardware on roofs, ground, or wall-mounted on buildings shall be screened from public view with architectural and/or landscape materials harmonious with the building, or they shall be located so as not to be visible from any street, common areas or public vantage point.
2. Screening shall be compatible with the building architecture (materials, color and scale) and the surrounding landscaping.
3. When using landscaping to screen equipment, plants shall be arranged with a minimum of 50 % coverage at time of installation and be able to grow to fully screen or shield the equipment within 3 years.
4. Screening with landscaping shall utilize plant materials which complement the natural character of the Pacific Northwest, and which are adaptable to the climatic, topographic, and hydrologic characteristics of the site, and should include native plant species.

2. Building Design

hg. Transitions to MHO and Zones Outside Downtown

Intent: To require additional features to be incorporated into higher density residential development when located adjacent to properties zoned for lower density single-family use in order to enhance the compatibility between uses.

1. Incorporate at least four of the following architectural features:

- i. recessed entry
- ii. dormers
- iii. higher quality material
- iv. distinctive roof forms
- v. upper level balconies
- vi. gables
- vii. window patterns
- viii. A feature not on the list that meets the intent and is approved by Director.

2. Flat, blank walls shall not be visible from the street or common areas, or public vantage point. ~~(See~~ Blank Wall Standard ~~B-(B(2)-d) d~~)

ih. Design of Allowed Light Industrial Uses

Intent: To ensure a variety of compatible uses are designed with pedestrian-oriented features.

1. Allowed light industrial uses shall maintain a pedestrian-scale and street activation by incorporating at least two of the following features:

- i. Base, middle, top building features
- ii. Street-level transparency
- iii. Weather protection
- iv. A feature not on the list that meets the intent and is approved by the Director.

1. Map of Downtown Street Types

2. Type I Streets

a. Description

These streets are intended to function as the “primary pedestrian street” in terms of the building-street relationship and the high degree to which pedestrian comfort and safety are addressed through streetscape design and minimization of vehicle-pedestrian conflict points. Although vehicular traffic is not excluded, its movement should be slow and “calmed” through devices such as curb bulbs, on-street parking, and frequent crossings. Sidewalks should be very wide, street trees and understory vegetation should be plentiful, incorporating pedestrian-scaled lighting and abundant street furnishings. Buildings facades along these streets are expected— to reinforce the pedestrian experience by providing certain types of uses and architectural features.

b. Street Standards

- i. Sidewalks shall accommodate a minimum 5-foot wide amenity area behind the curb for plantings and furnishings and a minimum 9-foot wide clear passageway for walking. Although additional, modest setbacks to accommodate a storefront area within a sidewalk are encouraged to allow for café seating, generally building facades shall be located at the back of the sidewalk.
- ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts (driveway openings) should:
 - a) Be no more than 30 feet wide.
 - b) A minimum of 200 feet apart from any other curb cut or street intersection. (This shall not preclude access to a property, however.)
 - c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving should be continuous.
- iii. Curb bulbs at intersections are required.
- iv. Special lighting and furnishings are required within the amenity area behind the curb.
- v. Trees should be planted within the street right-of-way or utility easement at the rate of one tree every 25 feet of street frontage. Trees may be spaced at irregular intervals to accommodate sight distance requirements for driveways and intersections. Trees shall be a species approved by the City and compatible with overhead utility lines, if present.
- vi. The roadway should consist of one travel lane in each direction and on-street parking on both sides.
- vii. Where left turn movements need to be specifically accommodated, planted medians with turn pockets are encouraged rather than a continuous center turn lane.

c. Street Section Diagram^[a1]

2. *Type I Streets*

d. Site Design

i. Street Relationship

Intent: To reinforce an active pedestrian experience.

1. 80% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.
2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.
3. Commercial and Retail Uses. Minimum average depth of 20 feet measured from the wall abutting the street frontage to the rear wall of the commercial/retail use and a minimum width of 20 feet measured from the interior walls of the commercial/retail use.

ii. Sidewalk and Streetscape Features

Intent: To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way shall be used.

iii. Parking Location

Intent: To reduce the visual impact of parking and enhance the pedestrian experience.

1. Parking should be located under, behind, or to the side of buildings.

2. Type I Streets

e. Building Design

i. Entrances on Public Sidewalk

Intent: To ensure that entrances are easily identifiable and accessible from streets and sidewalks.

1. A primary entrance shall be located so that it is visible from the public right of way.
2. The primary entrance shall have direct pedestrian access to a public sidewalk.
3. Retail space that is adjacent to a public sidewalk shall have entrances that directly connect to that public sidewalk.
4. Major entrances shall be located at the corners and highlighted by elements like higher or more expressive canopies, cropped or curved building corner, turret-like feature, higher bays, larger windows and doors, projections, different window designs, a raised tower form or other physical features.

ii. Transparency

Intent: To provide a visual connection between activities inside and outside of buildings.

1. Buildings shall include windows with clear vision glass on at least 60% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

Intent: To improve comfort and pedestrian activity.

1. Buildings shall provide weather protection over all adjacent sidewalks and pedestrian connections so that 75% of the length of the building frontage has overhead weather protection.
2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.

2. *Type I Streets*

e. Building Design

iv. Ground Level Details

Intent: To reinforce the character of the streetscape and provide pedestrian amenities.

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of at least two additional (for a total of six) of the following elements:
 - a) Kick plates for storefront windows
 - b) Projecting window sills
 - c) Pedestrian-scale signage
 - d) Exterior lighting sconces
 - e) Containers for seasonal plantings
 - f) Window box planters
 - g) Benches and seat walls along 30% of the length of the façade
 - h) Decorative paving in the sidewalk
 - i) Decorative brick, tile or stone work on the ground floor façade
 - j) A feature not on the list that meets the intent and is approved by Director.

v. Higher Quality Building Materials

Intent: To encourage high quality buildings.

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused products is encouraged wherever possible.

1. *Type I Streets*

e. Building Design

vi. Massing

Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.

1. Facades of buildings ~~over 100 feet~~ along the street shall be divided into smaller masses, such as narrow storefronts, bays, and separated roof forms. [Also see Design Standards: All Downtown Districts, Building Design, Massing and Articulation B.2. e.](#)

vii. Upper Story Step Back

Intent: To provide relief to perceived building mass through an upper-story step back.

1. Along pedestrian-oriented streets, building facades shall step back on any floor above the third story. The following alternatives are acceptable:
 - a) The top floor steps back at least 10 feet.
 - b) All floors above the third floor step back at least 10 feet.
 - c) Progressive step backs on several floors to a total of at least 10 feet.
2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.
3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.

2. *Type I Streets*

f. Sign Design

i. Integration with Architecture

Intent: To ensure that signage is a part of the overall design approach to a project and not added as an afterthought element.

1. The design of buildings and sites shall identify location and sizes for future signs. As tenants install signs, it is expected that such signs shall be in conformance with an overall sign program that allows for advertising which fits the architectural character, proportions, and details of the development.

ii. Creativity / Unique Expressions

Intent: To encourage interesting, creative and unique approaches to the design of signs.

1. The design of signs are encouraged to use color, graphics, and handcrafted elements.

iii. Pedestrian Orientation

Intent: To provide signs that will complement and strengthen the pedestrian realm.

1. Pedestrian signs include projecting signs (blade signs), window signs (painted on glass or hung behind glass), logo signs (symbols, shapes), wall signs over entrance, and monument signs.

3.Type II Streets

a. Description

These streets or street segments support pedestrian, transit and bicycle circulation while also fully accommodating vehicles. Some traffic calming devices might be used and speed limits would be relatively low. These streets should have one travel lane in each direction, with turning pockets at intersections. On-street parking should be present where there are commercial uses. Sidewalks would be moderate in width and contain street trees between the curb and clear walking zone. Pedestrian-scale lighting would also be present. As with Type I Streets, buildings facades along these streets are expected to reinforce the pedestrian experience by providing certain types of architectural features.

b. Street Standards

- i. Sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 8-foot wide clear passageway for walking.
- ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
 - a) Be no more than 30 feet wide.
 - b) Be spaced a minimum of 200 feet apart from another curb cut or street intersection (This shall not preclude access to a property, however.)
 - c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.
- iii. Curb bulbs at intersections are encouraged.
- iv. Sidewalk lighting and furnishings are required within the amenity zone behind the curb.
- v. A minimum 5-foot bicycle lane shall be included on both sides of street.
- vi. Within the Town Center, the roadway should consist of one travel lane in each direction, it may also include a center median consisting of a landscaped areas with turn pockets.
- vii. A parking lane shall be incorporated on both sides of the street, unless determined to be unnecessary by the Director.

c. Street Section Diagram

2. Type II Streets

d. Site Design

i. Street Relationship

Intent: To reinforce an active pedestrian experience.

1. 50% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.
2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.
3. Parking between the building and the sidewalk shall not be allowed.

ii. Sidewalk and Streetscape Features

Intent: To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way.

iii. Parking Location

Intent: To reduce the visual impact of parking and enhance the pedestrian experience.

1. Parking should be located under, behind, or to the side of buildings.

3. Type II Streets

e. Building Design

i. Entrances on Public Sidewalk

Intent: To have commercial and pedestrian activity visible from streets.

1. Main entrances to buildings shall be visually prominent and located where they are seen from the street. Building entrances shall incorporate at least one of the following:
 - a) Create a visually prominent entrance with pedestrian connection from the street
 - b) If the doorway does not face the street, create an architecturally prominent overhang over a clearly marked and well-maintained path that connects the entry to the sidewalk.
2. Techniques for making entrances prominent include a projecting canopy, a roof form over the entrance, a tower form, a landscaped forecourt or some combination of these elements.

ii. Transparency

Intent: To provide a visual connection between activities inside and outside of buildings.

1. Buildings shall include windows with clear vision glass on at least 50% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

Intent: To improve comfort and pedestrian activity.

1. Buildings that have retail at the ground level shall provide weather protection over all adjacent sidewalks and pedestrian connections so that at least 50% of the length of the building frontage has overhead weather protection.
2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.

3. *Type II Streets*

e. *Building Design*

iv. Ground Level Details

Intent: To reinforce the character of the streetscape and provide pedestrian amenities.

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of an additional feature (for a total of five) of the following elements:
 - a) Kick plates for storefront windows
 - b) Projecting window sills
 - c) Pedestrian-scale signage
 - d) Exterior lighting sconces
 - e) Containers for seasonal plantings
 - f) Window box planters
 - g) Benches and seat walls along 30% of the length of the façade
 - h) Decorative paving in the sidewalk
 - i) Decorative brick, tile or stone work on the ground floor façade
 - j) A feature not on the list that meets the intent and is approved by the Director.

v. Higher Quality Building Materials

Intent: To encourage high quality, lasting buildings.

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused existing products is encouraged wherever possible.

3. Type II Streets

e. Building Design

vi. Massing

Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.

1. The facades of buildings ~~over 100 feet~~ along the street should be divided into smaller masses, such as narrow storefronts, bays, and separated roof forms. [Also see Design Standards: All Downtown Districts, Building Design, Massing, Articulation and Modulation B.2. e.](#)

vii. Upper Story Step Back

Intent: To provide relief to perceived building mass through upper-story step backs.

1. Building facades shall be stepped back above the third story. The following alternatives are acceptable:
 - a) The top floor steps back at least 5 feet.
 - b) All floors above the third floor step back at least 5 feet.
 - c) Progressive step backs on several floors to a total of at least 5 feet.
2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.
3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.

4. Type III Streets

a. Description

This type of street contains elements that screen from public right-of-way any undesirable views such as loading docks, open air storage, or the back sides of buildings. They also should accommodate low impact development features such as vegetated swales, rain gardens, native landscaping species, stands of mature trees, and retention of other natural elements of a site. This street type is used along key zone boundary transitions. Although there would not generally be active uses fronting on the street, there would be sidewalks, street trees and understory vegetation. The sidewalk could meander away from the curb line and be “park-like” in nature. If the density and size of planting is at a very high level, there might be less of a need to incorporate architectural features into buildings or walls. Otherwise, well-detailed walls and facades are still required.

b. Street Standards

- i. Within the 15 foot meandering walk/amenity zone, sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 5-foot wide clear passageway for walking.
- ii. Street improvements should include LID components such as drainage swales, rain gardens, etc to address storm water infiltration.
- iii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
 - a) Be no more than 30 feet wide.
 - b) Be spaced a minimum of 300 feet apart from another curb cut or street intersection (This shall not preclude access to a property, however.)
 - c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.
 - d) Appropriate transitions in lane configuration may be necessary north of SE 275th Street to accommodate vehicle movement at intersections.

c. Street Section Diagram

d. Site Design

i. Low impact development.

Intent: To encourage the collection and infiltration of storm water runoff.

1. The area between the building or use and the street should contain planted LID features such as bio swales, rain gardens, or another technique that reflect principles of collecting and filtering run-off.

i. Enhanced Landscaping.

Intent: To soften the edge between building and street.

1. The area between the building or use and the street is expected to contain arrangements of evergreen and deciduous plantings either native or locally suitable non-invasive species. Groomed lawns requiring high maintenance are neither required nor desirable. But there may be pockets of ornamental seasonal planting.

e. Building Design

i. Building Placement

Intent: To encourage a more passive built edge along the street.

1. Building facades should not be located at the back of the sidewalk.

5. Type IV Streets

a. Description

These streets or street segments support pedestrian, transit and bicycle circulation while also fully accommodating vehicles. These streets may have two travel lanes in each direction, with turning pockets at intersections. Sidewalks would be moderate in width and contain street trees between the curb and clear walking zone. Pedestrian-scale lighting would also be present. As with Type I Streets, buildings facades along these streets are expected to reinforce the pedestrian experience by providing certain types of architectural features.

b. Street Standards

- i. Sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 8-foot wide clear passageway for walking.
- ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
 - a) Be no more than 30 feet wide.
 - b) No additional curb cuts shall be allowed. Consolidation of curb cuts shall take place where possible and access should be off secondary streets where possible. This shall not preclude access to a property, however.
 - c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.

c. Street Section Diagram

4. *Type IV Streets*

d. Site Design

i. Street Relationship

Intent: To reinforce an active pedestrian experience.

1. At least 40% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.
2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.
3. Parking and drive-through lanes between the building and the sidewalk shall not be allowed.

ii. Sidewalk and Streetscape Features

Intent: To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way within the amenity zone.

5. Type IV Streets

Building Design

i. Entrances on Public Sidewalk

Intent: To have commercial and pedestrian activity visible from streets.

1. Main entrances to buildings shall be visually prominent and located where they are seen from the street. Building entrances shall incorporate at least one of the following:
 - a) Create a visually prominent entrance with pedestrian connection from the street
 - b) If the doorway does not face the street, create an architecturally prominent overhang over a clearly marked and well-maintained path that connects the entry to the sidewalk.
2. Techniques for making entrances prominent include a projecting canopy, a roof form over the entrance, a tower form, a landscaped forecourt or some combination of these elements.

ii. Transparency

Intent: To provide a visual connection between activities inside and outside of buildings

1. Buildings shall include windows with clear vision glass on at least 50% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

Intent: To improve comfort and pedestrian activity.

1. Buildings that have retail at the ground level shall provide weather protection over all

adjacent sidewalks and pedestrian connections so that at least 40% of the length of the building frontage has overhead weather protection.

2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.

5.Type IV Streets

e. Building Design

iv. Ground Level Details

Intent: To reinforce the character of the streetscape and provide pedestrian amenities.

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of an additional feature (for a total of five) of the following elements:
 - a) Kick plates for storefront windows
 - b) Projecting window sills
 - c) Pedestrian-scale signage
 - d) Exterior lighting sconces
 - e) Containers for seasonal plantings
 - f) Window box planters
 - g) Benches and seat walls along 30% of the length of the façade
 - h) Decorative paving in the sidewalk
 - i) Decorative brick, tile or stone work on the ground floor façade
 - j) A feature not on the list that meets the intent and is approved by the Director.

1. The facades of buildings ~~over 100 feet~~ along the street should be divided into smaller masses, such as narrow storefronts, bays, and separated roof forms. [Also see Design Standards: All Downtown Districts, Building Design, Massing, Articulation and Modulation B.2. e.](#)

v. Higher Quality Building Materials

Intent: To encourage high quality, lasting buildings in the Downtown.

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused existing products is encouraged wherever possible.

vi. Massing

Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.

5. Type IV Streets

e. Building Design

vii. Upper Story Step Back

Intent: To provide relief to perceived building mass through an upper-story step back.

1. Building facades shall step back above the third story. The following alternatives are acceptable:
 - a) The top floor steps back at least 5 feet.
 - b) All floors above the third floor step back at least 5 feet.
 - c) Progressive step back on several floors to a total of at least 5 feet.
2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.
3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.

Community Development Department Attachment B
Planning Commission Schedule & Agenda Items

January - December 2014(1st & 2nd Quarters)

Commission Meeting	Commission Agenda Item	Agenda Item Type	Staff
January 2, 2014	<ul style="list-style-type: none"> • Discussion & Recommendation of Proposed 2014 Planning Commission Work Program 	<i>New Business</i>	Richard & Ann
January 16, 2014	<ul style="list-style-type: none"> • <i>Meeting Cancelled</i> 		
January 28, 2014	<ul style="list-style-type: none"> • Study Session with Council on 2014 Proposed PC Work Program 	<i>Study Session</i>	Staff & PC
February 6, 2014	<ul style="list-style-type: none"> • Discussion of Proposed Code Changes for Civic, Government, Non-Profit, and A-Frame Signs • Discussion of Policy for Home Business Signs 	<i>New Business</i>	Richard, Ann, Brian & Salina
February 20, 2014	<ul style="list-style-type: none"> • Discussion of Downtown Design Standards for Building Modulation 	<i>New Business</i>	Richard, Ann, & Salina
March 6, 2014	<ul style="list-style-type: none"> • Discussion of Downtown Design Standards for Building Modulation 	<i>Continued Business</i>	Richard, Salina Brian & Ann
March 20, 2014	<ul style="list-style-type: none"> • Discussion of Proposed Code Changes for Civic, Home Business & A-Frame Signs 	<i>Continued Business</i>	<i>Richard Absent</i> Salina, Ann & Brian
April 3, 2014	<ul style="list-style-type: none"> • Discuss Proposed Comprehensive Plan Amendment Docket for 2014 • Public Hearing on Downtown Design Standards for Building Modulation • Public Meeting for the Covington Hazardous Mitigation Plan 	<i>Public Hearing & New Business</i>	Richard, Ann, & Salina
April 17, 2014	<ul style="list-style-type: none"> • Public Hearing on Final Comprehensive Plan Amendment Docket for 2014 • Public Hearing on Proposed Code Changes for Civic, Government, Home Business, & A-Frame Signs • Discussion of Shoreline Master Program (SMP) User Guide 	<i>Public Hearing & New Business</i>	Richard, Salina Brian & Ann
May 1, 2014	<ul style="list-style-type: none"> • Proposed Annexation Petition and Rezoning for Hawk Subarea 	<i>New Business</i>	Richard, Salina & Ann
May 15, 2014	<ul style="list-style-type: none"> • 		
June 5, 2014	<ul style="list-style-type: none"> • 		
June 19, 2014	<ul style="list-style-type: none"> • 		

Community Development Department Attachment B
Planning Commission Schedule & Agenda Items

July- December 2014 (3rd & 4th Quarters)

<u>Commission Meeting Date</u>	<u>Commission Agenda Topics</u>	<u>Agenda Type</u>	<u>Staff Needed</u>
July 3, 2014	· <i>Potential Meeting Cancelled?</i>		
July 17, 2014	·		
August 7, 2014	·		<i>Richard Vacation</i>
August 21, 2014	·		
September 4, 2014	·		
September 18, 2014	·		
October 2, 2014			
October 16, 2014	·		
November 6, 2014	·		
November 20, 2014	·		
December 4, 2014	·		
December 18, 2014	· <i>Potential Meeting Cancelled?</i>		

January 2015

January 1, 2015	· <i>Meeting Cancelled</i>		
January 15, 2015	·		