

**CITY OF COVINGTON  
Planning Commission Minutes**

**November 3, 2011**

**City Hall Council Chambers**

**CALL TO ORDER**

Chair Smith called the regular meeting of the Planning Commission to order at 6:30 p.m.

**ROLL CALL**

Chair Sean Smith, Jack Brooks, Sonia Foss, Bill Judd, Paul Max and Alex White.

**MEMBERS ABSENT – None\***

\*The record is noted that Daniel Key was not present at roll call, but arrived late during the meeting.

**STAFF PRESENT**

Salina Lyons, Senior Planner

**APPROVAL OF CONSENT AGENDA**

- **Commissioner Foss moved and Commissioner Brooks seconded to amend the agenda to add Election of New Officers under New Business. Motion carried 6-0.**
  
- **1. Commissioner Brooks moved and Commissioner Foss seconded to approve the Planning Commission Minutes for August 18 and October 6, 2011 and the amended the agenda. Motion carried 6-0.**

**CITIZEN COMMENTS – None**

**PUBLIC HEARING - None**

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

**2. Election of New Officers**

Commissioner Foss nominated Daniel Key as Chair. Commissioner Foss stated that he did a good job as Chair in the past; he takes the time to research issues; and he always comes prepared. Mr. Key was not present to respond to the nomination.

- **The nomination of Daniel Key for Chair was approved by a vote of 6-0.**

Commissioner Foss moved to nominate Paul Max for Vice Chair. Commissioner Foss stated that Commissioner Max served as Vice Chair in the past and recently rejoined the Planning Commission. He will make a good Vice Chair in her opinion.

Commissioner Max responded that he has been Vice Chair in the past, feels capable of handling the job and would be honored to have the position.

Commissioner White moved to nominate Sean Smith for Vice Chair. Commissioner White stated that Chair Smith has done a great job as Chair and had previously served as Vice Chair.

Chair Smith indicated he would prefer not to serve, and is supportive of Commissioner Max serving as Vice Chair.

- **The nomination of Paul Max for Vice Chair was approved by a vote of 4-0 with 2 abstaining.**

Vice Chair Max took over the meeting.

### **3. Special Presentation on Covington Community Park and Proposed Utility Tax for Park Maintenance**

Parks and Recreation Director, Scott Thomas gave a presentation on Covington Community Park. After the design was proposed, the economic slowdown has eroded anticipated revenues to the point that new city funding is needed to complete the project budget. There is both a capital funding gap and an operating funding gap due to the decline in tax revenue. Approximately \$200,000 in construction funds and \$185,000 per year will be needed for ongoing maintenance. If the funds are not available, the grant money will have to be returned unspent.

The following are revenue options that the City Council may consider:

- 1.) No action – the project would be cancelled and grant funding returned;
- 2.) Make equivalent budget cuts from existing operations;
- 3.) Institute a business and occupation tax;
- 4.) Institute new vehicle license fees; or
- 5.) Increase the utility tax by the half percent as proposed.

The Planning Commission went on to discuss other potential revenue sources in a question and answer period.

#### **4. Discussion of Proposed Zoning Code Amendments**

Senior Planner, Salina Lyons discussed several zoning code amendments that were in need of review.

A question was raised of whether minutes were approved earlier in the meeting. The record is noted that Chair Key was present at this time of the meeting.

- **1. Commissioner Brooks moved and Commissioner Foss seconded to approve the Planning Commission Minutes for August 18 and October 6, 2011. Motion carried 7-0.**

Ms. Lyons continued discussing the proposed zoning code amendments and explained the need for each of the changes. The Public Hearing is scheduled November 17, 2011 to discuss the proposed zoning code amendments.

Landscaping standards currently require planting strips at the end of each row. The amendment would add a planting median every 10 stalls. This improves the parking lot aesthetics, helps align parking stalls, and can help meet landscaping requirements. The language should be clarified to indicate parking islands vs. landscaped areas.

Farmer's markets have their own regulations and are not permitted in residential zones, but are permitted in the General Commercial zone. This amendment adds it to the Town Center (TC) zone.

Traffic Impact Fee exemptions are now proposed to go before Council for approval. School Impact Fee exemptions are proposed to be reviewed by the Director of Community Development to see if they qualify for an exemption. The Director will notify the School District of an application for exemption.

Indoor Gun Ranges require federal and state permits that regulate the type(s) of firearms allowed. A minimum distance between ranges had been proposed by staff to prevent grouping or numerous ranges in the General Commercial zone. Several members of the Planning Commission expressed that they were not concerned about the distance between two ranges. The Planning Commission would like staff to be prepared with an ordinance for recommendation to the City Council at the Public Hearing on November 17, 2011.

**ATTENDANCE VOTE** - None

**PUBLIC COMMENT** - None

**COMMENTS AND COMMUNICATIONS FROM STAFF**

Senior Planner, Salina Lyons, noted that staff will be working on future zoning code amendments for Street Right-of-Way Vacations. The City has recently hired Ann Mueller as a Senior Planner. She will be working on Comprehensive Plan Amendment Docketing and the Northern Notch annexation study.

**ADJOURN**

The November 3, 2011 Planning Commission Meeting adjourned at approximately 8:15 p.m.

Respectfully submitted,

  
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Kelly Thompson, Planning Commission Secretary