

CITY OF COVINGTON
Planning Commission Minutes

December 15, 2011

City Hall Council Chambers

CALL TO ORDER

Chair Key called the regular meeting of the Planning Commission to order at 6:38 p.m.

MEMBERS PRESENT

Chair Daniel Key, Vice Chair Paul Max, Sonia Foss, Ed Holmes, Bill Judd, Sean Smith and Alex White.

MEMBERS ABSENT - None

STAFF PRESENT

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

Chair Key introduced new Commissioner Ed Holmes. Commissioner Holmes has lived in Covington since the City incorporated. Both of his children graduated from Kentwood High School. He worked at Boeing for 35 years before retiring last year. The Planning Commission is grateful for his service.

APPROVAL OF CONSENT AGENDA

There was a motion that did not show the vote on Page 7 of the November 17, 2011 minutes. The minutes were corrected to show a vote of 5-0.

- **1. Vice Chair Max moved and Commissioner Smith seconded to approve the consent agenda, the minutes for November 3, 2011 and corrected minutes for November 17, 2011. Motion carried 7-0.**

CITIZEN COMMENTS – NONE

PUBLIC HEARING – NONE

UNFINISHED BUSINESS - NONE

NEW BUSINESS

2. Discussion of and Recommendation to Council for 2012 Planning Commission & Community Development Staff Work Program

Community Development Director, Richard Hart distributed a spreadsheet outlining the 2012 Work Program Tasks. Mr. Hart reviewed the tasks that are required by state law and the City Council priorities.

1. The annual Comprehensive Plan Docket is required by state law.
2. Analysis of code for opportunities to collect Park Impact Fees. That is an issue the Council would like the Planning Commission to address.
3. Shoreline Development Regulations were adopted in 2011, but there is one small task remaining. Staff will be developing code amendment language to incorporate within our zoning and development regulations.
4. The Northern Gateway Study is anticipated to take the greatest number of hours of the city staff next year. Staff will bring steps of this process to the Planning Commission. The sub-area planning work will be done by a consultant hired by the property owners.
5. Wireless Communications Zoning Code Amendments have been identified as a top priority by staff.
6. Revisions to the Street ROW Vacation Procedures have been identified as another top priority for staff.
7. Preliminary work for the 2013 Comprehensive Plan Update is a state requirement.

Chair Key asked about the 2013 Comprehensive Plan Update and what will be required of the Planning Commission. Mr. Hart stated that this is mandatory, but will not require work from the Planning Commission, only staff.

Chair Key also asked about the proportion of involvement that the Planning Commission will be contributing to the Work Plan Items. Mr. Hart indicated that the workload should be lighter than last year. There are a lot of tasks to accomplish regarding the Northern Gateway study and annexation. There are changes that must take place within the annexation policies of the Comprehensive Plan Policies.

Commissioner Foss asked about annexation of the Northern Gateway. Is it always this involved to annex a piece of property? Or is there something unique

about the Northern Gateway? Mr. Hart explained that the property is not currently within the Urban Growth Area. The City or a private property owner must petition the county to add the land to the UGA. This is a time consuming process that can take a few years.

Commissioner Holmes asked if there were more items that weren't included on the list of Work Plan Items. Mr. Hart explained that the zoning code had been adopted from the county and amended over the years. This created several conflicts throughout the code which also need to be amended. So there are always other code amendments needing attention.

Chair Key proposed that the Planning Commission sponsor an amendment to the Comprehensive Plan Docket to propose that the Town Center zone require street level store front retail.

Mr. Hart commented that the City's consultant recommended that mixed use structures in the TC zone have ground floor retail. He added that the 4 acre site containing the Valley Medical Emergency Department did not have this requirement. Within the remaining Town Center Zone, the City is trying to attract jobs, retail and residential. The policies are already in place to support mixed-use of this type, except for the specific requirement of ground floor retail.

- **Commissioner White moved and Commissioner Judd seconded to recommend inclusion on the docket an amendment to the development regulations to require ground floor retail in mixed use buildings in the Town Center zone. Motion carried 7-0.**

The Planning Commission went on to discuss the remaining potential sites for big box retail.

Commissioner White asked about the Kent School District potentially closing an elementary school. The City Council has directed the City Manager to work with the school district to obtain the first right of refusal for the Covington Elementary School site. The City is meeting with Kent School District on Jan 9, 2012, and this topic will be discussed with the School Board.

The Budget Priorities Advisory Committee (BPAC) is currently recruiting citizens to help the City decide how it should take action on services we have to provide, road maintenance, parks maintenance, and how to obtain capital funds and achieve vision in the town center.

Commissioner Judd asked how the Planning Commission did on the work plan tasks. A few minor code amendments are scheduled after the first of the year

that are carried over from 2011. We accomplished 95% of what we had set out to do during 2011.

There is a joint City Council/Planning Commission meeting on January 24, 2011. A one-hour study session will be held from 6:00-7:00 pm with the City Council and will present and discuss the proposed 2012 Planning Commission Work Program.

ATTENDANCE VOTE - NONE

**PUBLIC COMMENT- NONE
COMMENTS AND COMMUNICATIONS FROM STAFF**

The January 5, 2011 Planning Commission meeting is cancelled.

Community Development Director, Richard Hart thanked the Planning Commission for their service, patience, and well-reasoned and considerate thoughts.

Staff also reviewed the 2012 calendar of meetings and noted the Planning Commission will also address medical marijuana before the moratorium expires.

Commissioner Foss thanked staff for their hard work over the course of the year and added that Covington was at the top in the state of Washington for retail growth at 13.8%.

ADJOURN

The December 15, 2011 Planning Commission Meeting adjourned at 7:43 p.m.

Respectfully submitted,



Kelly Thompson, Planning Commission Secretary