



# City of Covington

*Unmatched Quality of Life.*

City of Covington

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*The City of Covington is a place where community, business, and civic leaders work together with citizens to preserve and foster a strong sense of community.*

## **PLANNING COMMISSION AGENDA**

**December 15, 2011**

**6:30 PM**

**(Reception for Outgoing Planning Commissioner Jack Brooks at 6:00 PM)**

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

INTRODUCTION OF NEW PLANING COMMISSIONER ED HOLMES

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for November 3 and November 17, 2011

**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 and recommendation to Council for 2012 Planning Commission & Community Development Staff Work Program (See Attached Staff Memo)

**ATTENDANCE VOTE**

**PUBLIC COMMENT**

**COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF**

**ADJOURN**

*Any person requiring a disability accommodation should contact the City at least 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*

*Web Page: [www.covingtonwa.gov](http://www.covingtonwa.gov)*

**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

**CITY OF COVINGTON**  
**Planning Commission Minutes**

**November 17, 2011**

**City Hall Council Chambers**

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Chair Daniel Key, Vice Chair Paul Max, Jack Brooks, Sonia Foss and Bill Judd.

**MEMBERS ABSENT**

Alex White and Sean Smith

**STAFF PRESENT**

Richard Hart, Community Development Director  
Salina Lyons, Senior Planner  
Ann Mueller, Senior Planner

**APPROVAL OF CONSENT AGENDA**

- **1. Commissioner Foss moved and Commissioner Max seconded to approve the Consent Agenda. Motion carried 5-0.**

**CITIZEN COMMENTS – None**

**PUBLIC HEARING**

1. There was no public testimony given on Zoning Code Amendments for electric vehicle charging stations.
2. There was no public testimony given on Zoning Code Amendments to permit indoor gun ranges in the General Commercial (GC) Zone.
3. There was no public testimony given on Zoning Code Amendments to:
  - a. Permit Farmer's Markets in the Town Center (TC) Zone
  - b. Cross reference sign standards to CMC 18.31
  - c. Create parking island standards in the downtown zones
  - d. Clarify exemptions for School Impact Fees
  - e. Clarify exemptions for Traffic Impact Fees

**UNFINISHED BUSINESS**

1. Discussion, decision and recommendation to City Council on zoning code amendments for electric vehicle charging stations, indoor gun ranges, various downtown zoning code amendments, and exemptions for school & traffic impact fees.

Commissioner Max had some questions on standards and safety issues of charging station outlets. Staff responded that they all met safety requirements and have worked well in Redmond, Kirkland and Issaquah.

- **Commissioner Max moved and Commissioner Brooks seconded to recommend to the City Council to adopt the Zoning Code Amendments for electric vehicle charging stations. Motion carried 5-0.**

Commissioner Brooks had some questions on the wording of a few code references. Staff pointed out the references and addressed the concerns.

- **Commissioner Foss moved and Commissioner Judd seconded to recommend to the City Council to adopt the Zoning Code Amendments to permit indoor gun ranges in the General Commercial (GC) Zone. Motion carried 5-0.**
- **Commissioner Brooks moved and Commissioner Max seconded to recommend to the City Council to adopt the Zoning Code Amendments to permit Farmer's Markets in the Town Center (TC) Zone, cross reference sign standards to CMC 18.31, create parking island standards in the downtown zones, clarify exemptions for School Impact Fees and Traffic Impact Fees.**

**NEW BUSINESS - None**

**ATTENDANCE VOTE**

- **Commissioner Max moved and Commissioner Foss seconded to excuse Commissioner Smith's and Commissioner White's absence. Motion carried 5-0.**

**PUBLIC COMMENT - None**

**COMMENTS AND COMMUNICATIONS FROM STAFF**

**ADJOURN**

The November 17, 2011 Planning Commission Meeting adjourned at 7:07 p.m.

Respectfully submitted,

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Kelly Thompson, Planning Commission Secretary

# Memo

To: **Planning Commission Members**  
 From: Richard Hart, Community Development Director  
 CC: Salina Lyons, Senior Planner; Ann Mueller, Senior Planner  
 Date: 12/08/2011  
 Re: Discussion of Potential Planning Commission Work Plan Tasks for 2012

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Community Development staff is providing the Planning Commission with a list of potential work program tasks for 2012. 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, 2012. The list below provides that information.

The Commission traditionally meets with the Council at the 2nd Council meeting in January. Currently the Council study session is scheduled for January 24, 2012. The Council then makes a final decision on tasks and priorities for the Commission working with staff based upon resources.

- 1) **Annual Comprehensive Plan Docket** {Required by State and Local Statute} 500-800 staff hours – Richard, Ann, Salina, Nelson  
  - Revisions to Land Use and other identified Elements to update annexation policies
  - Review and process any amendments submitted by Feb. 13, 2012.
- 2) **Park Impact Fees Analysis** {Directed by Council} 50 staff hours – Richard, Ann, Salina, Scott,
- 3) **Shoreline Development Regulations** consistent with the Shoreline Master Program adopted in 2011. 150 staff hours – Ann & Richard
- 4) **Covington Northern Gateway Study of PAA 1 (possibly PAA 4)** {Directed by Council} 1000 hours- Ann & Richard  
  - Scoping, writing RFP, consultant selection and oversight of multi-phased analysis of an identified study area and development of a Subarea Plan for future incorporation of land to the north of the City's current city limits
- 5) **Revision of Wireless Communication Regulations in Zoning Code.** 200 staff hours- Ann & Salina
- 6) **Continuing Zoning Code Amendments** {Staff Concern}  
  - Revision of Definitions Section in Title 14 & Title 18 100 staff hours – Ann & Salina
  - Revisions to Street ROW Vacation procedures in Title 18 50 staff hours- Salina, Ann & Nelson
- 7) **Preliminary work for 2013 Comprehensive Plan Update** { Required by State Statute} 250 staff hours– Ann, Richard & Salina