

**CITY OF COVINGTON
Planning Commission Minutes**

April 3, 2014

City Hall Council Chambers

CALL TO ORDER

Chair Smith called the regular meeting of the Planning Commission to order at 6:34 p.m.

MEMBERS PRESENT

Jennifer Gilbert-Smith, Ed Holmes, Paul Max, Sean Smith and Alex White

MEMBERS ABSENT – Bill Judd

STAFF PRESENT

Shellie Bates, Office Supervisor
Brian Bykonen, Associate Planner and Code Enforcement Officer
Angie Feser, Parks Planner
Richard Hart, Community Development Director
Salina Lyons, Principal Planner
Ann Mueller, Senior Planner
Pat Patterson, Recreation Manager
Karla Slate, Communications and Marketing Manager
Sara Springer, City Attorney
Kelly Thompson, Planning Commission Secretary
Victoria Throm, Personnel and Human Services Manager

APPROVAL OF CONSENT AGENDA

- **1. Vice-Chair Max moved and Commissioner Holmes seconded to approve the March 6, 2014 minutes and consent agenda. Motion carried 4-0.**

CITIZEN COMMENTS

Joshua Max of a local Eagle Scouts Troop gave a brief presentation about his Eagle Scout Project to rehab the neighborhood food bank by replacing a steel door and upgrading hardware to improve the security. The approximate cost could exceed \$1000 and his troop is taking donations to obtain the funds. He left a flyer with his contact information.

PUBLIC HEARING

2. Downtown Design Standards for Building Façade Modulation and Recommendation to City Council

Ann Mueller, Senior Planner presented the final draft of the Downtown Design Standards, which included changes and corrections made at the March 3, 2014 Planning Commission meeting. She requested any additional feedback and the Planning Commission provided her minor typographical errors and grammatical changes.

Chair Smith opened the Public Hearing. There was no public comment. The public Hearing was declared closed.

- **Vice Chair Max moved and Commissioner White seconded to recommend adoption of the Design Standards for Building Façade Modulation to the City Council. Motion carried 5-0.**

UNFINISHED BUSINESS

3. Discussion of Proposed Changes to City Sign Regulations for Civic, Government, Home Business and A-Frame Signs

Sara Springer, City Attorney, gave an overview of the proposed sign code updates. She explained that it was becoming difficult to identify all of the necessary code amendments based on the layout of existing document. There were also consistency issues that drove the need to fully revise the layout of the document to create a more easily interpreted and enforced sign code.

As part of staff assessment it was becoming clear that the sign code was not meeting the needs of some city departments and programs. Richard Hart, Community Development Director provided the Planning Commission a sheet with 7 items related to the sign code that need to be addressed across various city departments. He explained that there is a balance that needs to be met with regard to city policy, legality and how the codes are applied throughout the city. The 7 items have been discussed internally and it was concluded that these decisions are more of a policy direction and direction should be given by the elected body to the Planning Commission.

Staff will arrange a study session with the City Council and Planning Commission to discuss options and legal implications regarding the sign code. The intent of the meeting will be to obtain direction from the City Council to move forward

with amendments to the sign code. Staff will set a study session at the earliest opportunity, but based on their calendar, it may be a month.

NEW BUSINESS

3. Public Meeting for Covington Draft hazard Mitigation Plan with Comments Provided to City Consultant

Rob Flaner, from TetraTech, the city's consulting Hazard Mitigation Program Manager, gave a brief overview of the intent of the Covington Hazard Mitigation Plan. A copy of the Hazard Mitigation Plan can be found on the city's website www.covingtonwa.gov under the Public Works Department. The comment period runs from 3/21/14 to 4/25/14.

ATTENDANCE VOTE

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

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

The City Council will interview candidates to fill the vacant Planning Commissioner position at the next city council meeting on April 8, 2014.

The next Planning Commission meeting we will be discussing the Comprehensive Plan Amendment Docket. There is an item on the docket from city staff.

ADJOURN

The April 3, 2014 Planning Commission Meeting adjourned at 7:47 p.m.

Respectfully submitted,



Kelly Thompson, Planning Commission Secretary

