



City of Covington

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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

November 15, 2012

6:30 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

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for November 1, 2012.

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 –

1. Discussion & Recommendation of Proposed 2013 Planning Commission Work Program (See Attachment A)

ATTENDANCE VOTE

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

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

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**

November 1, 2012

City Hall Council Chambers

CALL TO ORDER

Chair Key called the regular meeting of the Planning Commission to order at 6:35 p.m.

MEMBERS PRESENT

Chair Daniel Key, Vice Chair Paul Max, Ed Holmes, Bill Judd and Alex White.

MEMBERS ABSENT

Sonia Foss and Sean Smith

STAFF PRESENT

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

APPROVAL OF CONSENT AGENDA

- Ø **1. Vice Chair Max moved and Commissioner White seconded to approve the consent agenda and the minutes for July 19, 2012. Motion carried 5-0.**

CITIZEN COMMENTS – NONE

PUBLIC HEARING – NONE

UNFINISHED BUSINESS - NONE

NEW BUSINESS

2. Election of Officers

Chair Key reviewed the election rules of the Chair and Vice Chair. He then opened the nominations for Chair.

Ed Holmes nominated Daniel Key for Chair.

Daniel Key nominated Bill Judd as Chair.

- Ø **Daniel Key was elected as Chair by a vote of 4-0 with Chair Key abstaining.**

Chair Key opened nominations for Vice Chair.

Ed Holmes nominated Paul Max as Vice Chair.

Paul Max nominated Sean Smith as Vice Chair.

Daniel Key nominated Bill Judd as Vice Chair.

Ø **Paul Max was elected as Vice Chair by a vote of 4-0 with Vice Chair Max abstaining.**

3. Discussion of Proposed 2013 Planning Commission Work Program

Community Development Director, Richard Hart reviewed Attachment A, the Proposed Planning Commission Work Program Items for 2013. Several of the tasks are reoccurring tasks that must be completed each year. A couple of the tasks are carried over from 2012 that were not completed. Commissioner Holmes made the suggestion to show the allocated hours for each task, and those hours have been noted next to each task.

1. Comprehensive Plan and Development Regulation Docket for 2013: This is required under state law and Covington Municipal Code. Public Works may propose minor changes to storm water regulations and the Parks Department may incorporate some code changes out of the Parks Capital Plan.
2. Northern Gateway Study Project Management, Subarea Plan Preparation and Public Process: This will involve both the Hawk and the Northern Notch properties.
3. Shoreline Development Regulation codification in CMC with Standards and Permit Process: This item is left over from 2012 due to a key staff member being on family leave. We just received our first permit request for Shoreline development.
4. Sign Code Changes for Civic, Government and Non-Profit Signs: The City has received a request from City departments and the City Council to review the sign code. The main issue relates to advertising for civic uses such as Purple Light Nights, Aquatic Center events, Covington Days and the Holiday Tree Lighting.
5. Medical Marijuana, Collective Gardens and Dispensary Moratorium Extension/Code Changes: The Planning Commission will need to spend some time discussing Medical Marijuana depending on what

happens with the item on the ballot as well as the state legislature and federal regulations. The moratorium on new Medical Marijuana Dispensaries was recently extended another 6 months to comply with state law.

6. SEPA Threshold Changes – For example, increasing the number of lots permitted in a preliminary plat without triggering SEPA. State law previously allowed up to nine, but it's now increased to 20. Our code is very restrictive at four lots.
7. Clearing and Grading Ordinance Changes
8. Fire Impact Fee Changes Working with Kent Regional Fire Authority: The Fire Impact Fee changes may be something that the Kent Regional Fire Authority could work on. The existing SEPA process is working.
9. Revision of Definition Sections in Zoning Code – Title 14 & 18: This is carried over from 2012.
10. Preliminary Work on GMA Required 2015 Comprehensive Plan Update

Mr. Hart shared that the total work hours exceed what staff actually has available to work on the tasks. He reviewed the order of priority based on statute and City Council priority.

Vice Chair Max asked about the Clearing and Grading Ordinance changes and asked why it is a priority. Ms. Lyons explained that we currently use the building code with the exception of what is in the tree preservation ordinance. Staff is dealing with clearing and grading issues primarily through code enforcement. Not having clear code results in unfinished lots that must be dealt with at the time of building permits. It is important to have continuity between lots and retaining walls.

In 2012, the Planning Commission had 7 items and allotted 2350 hours. The Planning Commission and staff were able to accomplish 4 of those 7 items. Carry-over items from 2012 are the Shoreline Development Regulations, Revisions to the Definitions Sections of the Zoning Code, and Preliminary Work on the 2015 GMA Required Comprehensive Plan Update.

ATTENDANCE VOTE

- Ø **Commissioner White moved and Vice Chair Max seconded to excuse Commissioner Foss. Motion carried 5-0.**
- Ø **Commissioner Judd moved and Commissioner Holmes seconded to excuse Commissioner Smith. Motion carried 5-0.**

PUBLIC COMMENT- NONE

COMMENTS AND COMMUNICATIONS FROM STAFF

Ms. Lyons pointed out several articles that were distributed to the Planning Commission. There has been a change in the status quo as we are progressing in our plans.

Mr. Hart shared articles about the importance of walk-able areas in cities. He also pointed out a press release regarding the City developing a strategic plan for trees. A public open house is going to be held on November 7th prior to the Parks Commission meeting.

An updated Planning Commission schedule has also been distributed. The next regularly scheduled Planning Commission meeting is November 15th. Chair Key will be out of state. Ms. Lyons and Mr. Hart will both be out of the office December 6th, so that meeting will be cancelled.

Commissioner Holmes mentioned the Covington State of the City dinner and mentioned that cards were filled out regarding any issues. He would like to see that circle completed and follow-up regarding feedback given.

Chair Key had a discussion with Parks Director, Scott Thomas about directing that feedback become part of the record.

Chair Key thanked the Commission for electing him for another year as chair.

ADJOURN

The November 1, 2012 Planning Commission Meeting adjourned at 7:28 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

ATTACHMENT A

Proposed Planning Commission Work Program Items for 2013
 (Listed in order of staff priority)

- 1. Comprehensive Plan & Development Regulation Amendment Docket for 2013 { 600 hours }
 - a. Public Works Dept. for Stormwater Plan Revisions
 - b. Parks Department for Parks Capital Plan

- 2. Northern Gateway Study Phase II, Subarea Plan Preparation & Public Participation Process { 1000 hours }

- 3. Shoreline Development Regulation Codification in CMC with Standards & Permit Process { 150 hours }

- 4. Sign Code Changes for Civic, Government and Non-Profit Signs { 200 hours }

- 5. Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes { 80 hours }

- 6. Preliminary Work on GMA Required 2015 Comprehensive Plan Update { 100 hours }

- 7. SEPA Threshold Changes- Increasing the Number of Lots in a Preliminary Plat { 100 hours }

- 8. Clearing and Grading Ordinance Changes { 100 hours }

- 9. Revision of Definition Sections in Zoning Code-Title 14 & 18 { 100 hours }

- 10. Fire Impact Fee Changes Working with Kent Regional Fire Authority { 80 hours }

TOTAL WORK HOURS FOR 2013 FOR PROPOSED PROGRAMS **2510 HOURS**

As a bench mark of comparison, the 2012 PC Proposed Work Program contained 7 items with 2350 hours.

The PC and staff were able to accomplish 4 of those 7 items, and the remaining three items not accomplished in 2012 are on the 2013 proposed list.

These Three Carry-Over Items are the Shoreline Development Regulations, Revisions to the Definition Sections of the Zoning Code, and Preliminary Work on the 2015 GMA Required Comprehensive Plan Update.

New Business Item 1

The available hours for existing staff for 2013 are approximately **2100 hours.** This means we would most likely be able to accomplish items 1-6.