



**CITY OF COVINGTON
SPECIAL MEETING AGENDA
CITY COUNCIL JOINT STUDY SESSION WITH PLANNING COMMISSION**

Council Chambers – 16720 SE 271st Street, Suite 100, Covington
www.covingtonwa.gov

Tuesday, January 23, 2018 – 6:00 p.m.

GENERAL INFORMATION:

The study session is an informal meeting involving discussion between and among the City Council, Commissioners, and city staff regarding policy issues. Study sessions may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.

CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

1. Proposed 2018 Planning Commission and Community Development Work Plan (Hart)

ADJOURN

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).

****Note* A Regular Council meeting will follow at approximately 7:00 p.m.***

Agenda Item 1

Covington City Study Session

Date: January 23, 2018

SUBJECT: DISCUSSION OF PROPOSED 2018 PLANNING COMMISSION WORK PLAN WITH PLANNING COMMISSION AND COMMUNITY DEVELOPMENT STAFF

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS:

1. Proposed 2018 Planning Commission and Community Development Department Work Plan

PREPARED BY: Richard Hart, Community Development Director

EXPLANATION:

The council will hold a study session prior to the regular council meeting on January 23, 2018 to discuss the planning commission's recommended 2018 work plan. Later during the regular council meeting the council will consider and formally adopt a new 2018 work program for both the commission and staff. (Attachment 1- the "Work Plan")

The council may re-categorize a task or add new tasks to the work plan based on the discussion with the planning commission at the study session. It is anticipated that the completion and implementation of the council's strategic plan, unforeseen work tasks, and the final scope of each task may shift priorities on the work plan throughout the year.

The Community Development Department will continue to track hours spent on each work plan task to keep the 2018 work plan within the 2800 available staff hours and will check-in with the planning commission mid-year to evaluate completion of scheduled tasks and determine if additional resources will be needed.

ALTERNATIVES:

1. Request additional information or input from staff or the planning commission.

FISCAL IMPACT:

No fiscal impact is expected beyond dollars already allocated within the 2018 Community Development Department budget.

CITY COUNCIL ACTION: Ordinance Resolution Motion Other

No action is required during the study session. Council will consider and take formal action at the regular meeting under New Business.

REVIEWED BY:

City Manager, City Attorney, Finance Director, Community Development Department

ATTACHMENT 1

Community Development Department & Planning Commission Draft Work Program Items for 2018

(*) Council Budget Allocation

(**) Development Reimbursed staff time

Mandatory		Requirement Type	Est. Staff Hours
1.	Periodic Review of Covington's Shoreline Master Plan(SMP)	Statutorily Mandated Review *\$50,000	400
2.	Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2017 (City Policy and Code Updates)	State Legislature Annual Ongoing	300
3.	Update Traffic Concurrency Program (Title 12) & Transportation Impact Fee Calculation (Title 19) [Carry-over from 2017]	State Legislative GMA Compliance *\$13,000	350
4.	Completion of Sign Code Amendments for Compliance with Supreme Court Decision in Reed v. Town of Gilbert CMC 18.55 [Carry over from 2017]	Supreme Court	150
Mandatory Work Plan Hours			1,200
Strategic Plan Action Items		Requirement Type	Est. Staff Hours
5.	Economic Development- Convene meeting with our Town Center partners and establish a development plan between the city, developer & higher education institution, including pursuing recommendations in the Higher Education Needs Assessment. (goal: establish college and vocational courses)	City Council	Un-scoped (est. 200)
Strategic Plan Work Plan Hours			(est. 200)
High Priority		Requirement Type	Est. Staff Hours
6.	Lakepointe Urban Village 204 th Ave SE Design & Stormwater Management discussions. Separate agreement for management & maintenance of infrastructure. [on-going]	Council/Private Developer	200 **
7.	Implementation and monitoring of Lakepointe Urban Village Development Agreement and Planned Action [on-going]	Council/Staff(CD/PW)	250**
8.	Anticipated amendments to the Lakepointe Urban Village Development Agreement/ Hawk Property Subarea Plan/Planned Action EIS & Comp Plan amendments	Council/Private Developer	400**
9.	Critical Area/Wetland Monitoring System – Phase 2 Implementation Strategies	Council/Staff	100
10.	Repurposing of Covington Elementary School	Council Directive	150
11.	Short Plat of Covington Elementary School for new City Hall	Council Directive	100
12.	Zoning Code Amendments for Homeless Encampments	State Statute/Staff	100
13.	Amend/Update Title 17 Subdivisions: Preferred processes & include administrative approval process for final plats	State Statute/Staff	100
High Priority Work Plan Hours			1400

**Community Development Department & Planning Commission
Work Program Items for 2018 – Cont.**

Medium Priority		Requirement Type	Est. Staff Hours
14.	Update to Hearing Examiner’s (HE) Rules & Procedures	Staff/HE	75
15.	Update/ Amend Title 19 Definitions and other out of date code (no longer needed or not removed when incorporated)	Staff (CD)	100
16.	Update Franchise Agreement codes (Title 12)	Staff (CD/PW)	100
17.	Amend/update CMC 14.35.010 Preapplication conference procedures to include language that a type 1 permit may require a pre-app at the direction of the Building Official/ Director	Staff(CD)	150
18.	Update web presence for Community Development webpages with updates and more functional and informative webpages and continued integration of electronic plan integration and overview.	Staff (CD)	200
Medium Priority Work Plan Hours			625

Work Plan Items above this line account for more than available staff hours in 2018. Additional work plan items will be prioritized accordingly within the available hours or staff will request additional resources.

Future Work Plan Items		Requirement Type	Est. Staff Hours
19.	Review and update as necessary Permitted Use Charts for clarity and usability	Staff (CD)	Un-scoped (est. 150)
20.	Review and scope any work necessary for updates to the city’s Noise Ordinance. CMC 8.20 Noise Control	Staff (CD)	Un-scoped (est. 150)
21.	Review CMC 18.95 Transfer of Residential Density Credits (original language from King County needs to be reviewed)	Staff (CD)	Un-scoped (est. 200)
22.	Study sustainability strategies to implement Comp Plan policies and Action Item in the Natural Environment Element (Code Amendments)	Staff (CD/PW)	200
23.	Draft New Zoning Code Regulations on Food Trucks (Title 18)	Staff (CD/ED)	150
24.	Strategic Plan Action Item- Economic Development Evaluate the General Commercial Zone to determine the transportation and infrastructure impacts of the development of light manufacturing within that zone.	City Council	Un-scoped (est. 50)
25.	Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft., density calculations, and lot sizes (CMC 18.30 [Carry-over since 2014])	Master Builders Request/No Application submitted	300
26.	Study Required Amenities Provided in the Multi-Family Zones	Planning Commission	200
27.	Increase Short Plat Yields from 4 to 9 units and SEPA Thresholds & SEPA exemptions for SFR from 9 to 30 units (Title 18 & Forms) <i>Note: The City updated the SEPA threshold to 9 units in 2014.</i>	Master Builders Request/No Application submitted	200
Future Work Plan Items Hours			1,600

TOTAL ESTIMATED WORK HOURS FOR 2018 MEDIUM AND FUTURE TASKS

2,225

Community Development Department & Planning Commission

2018 Work Program Notes

Available Staff Hours

Estimated available hours in 2018 for work program items with proposed staffing levels are approximately **2800 hours**. These **2800 hours** reflect the total hours each community development staff position can devote to Long Range Planning/Special Projects as follows: 40% Director, 75% Senior Planner, 15% Principal Planner, 25% Associate Planner, 10% Building Official, and 5% Sr. Permit Center Coordinator. The remaining percentage of staff time is devoted to normal work activities of the positions outside of the projects listed on the Work Plan, such as permitting, plan review, counter assistance, public inquires, and code implementation directly related to customer service and development review. In addition, the CD Director has other administrative responsibilities. Most of the community development department staff are salaried employees, except for the senior and associate planners, so there is limited opportunity for the council to allocate overtime funds. While the work plan has been established through allocating the full 2800 hours of available staff time, sometimes additional new work plan tasks are assigned throughout the year. Further, staff hours are strictly an estimate, and once the task is scoped, the estimation may change or result in additional work not provided for in the list.

Attorney Review Hours

Not included within the hours of proposed work tasks for the CD staff are city attorney review hours. The availability of attorney review hours may affect the timeline for any public hearing, ordinance adoption, and implementation, and in some cases, can change the overall priority or delay completion.

2018 Work Plan Prioritization

Work plans are not processed in a linear fashion, and often involve cross coordination with other departments and input from the attorney. While each task is assigned a number, that is not necessarily the order in which the task will be completed. Rather, staff will focus on the tasks designated Mandatory and High and then focus efforts on Medium and Future prioritized tasks. Mandatory, High, Medium and Future prioritizations are defined as follows.

Prioritization Designation	Meaning
Mandatory	These tasks are requirements based on legislative and legal actions or ongoing annual requirements under state law. They are often associated with a strict timeline and, in most instances, cannot be postponed or delayed.
High	These tasks are “mission critical” meaning that the work plan items have been deemed important by the council through a clear directive or financial support in the city budget.
Strategic Plan Action Items	These are tasks identified in the city council’s 2017 Strategic Plan for the Community Development Department to address. These are currently un-scoped. Staff is awaiting further information from the management team and city council on these tasks.
Medium	These tasks are necessary to the long-term operations related to development review, maintenance, and cross department processes, but could wait and carried forward in a subsequent year. These are also the next set of tasks that staff will evaluate if time is made available.
Future	These are a collection of tasks that would be nice to complete when resources are available or the implementation of the task becomes critical to the city’s objectives. This list also includes code amendments that have been requested by the public or other entity which could otherwise be applied for through our code amendment process. The council may move any of these items to a higher designation by removing a higher prioritization or allocating additional budgetary resources.

To manage the work plan and staff time, if a work plan item is added to the list (through a state or council directive, or in response to a mission critical scenario), each task will be evaluated accordingly and re-prioritized within the 2800 hours available for staff. Staff may need to request additional resources, such as allocating funds for consultants, as necessary to achieve the medium and future priorities if they are expected to be completed in 2018.

2018 Work Plan Summary

Carry-Over Tasks

The chart denotes the duration of time a task has been on the work plan and/or if it is a carry-over from a previous year. While the carry over items are not complete, it does not mean that staff has not allocated some time to the task, as shown on the 2017 End of Year Work Plan Overview.

There are also various projects that have an assigned budget item to assist with completing the task through the help of a consultant. The hours shown for these tasks are only staff's time to manage and complete the project and are not reflective of time spent by consultants.

Lakepointe Urban Village

Lakepointe Urban Village (Items 6, 7 & 8) is unique in that the developer is responsible for reimbursing the city for most staff time related to the project. Also, the city has hired a consultant team to provide support to staff which helps to alleviate the true amount of staff time devoted to reviewing and managing the project.

Private Requests

While a significant number of the items listed on the 2018 work plan, are council, staff or agency initiated, there is opportunity for the public to file for code amendments, such as the Master Builder's requests. By formally submitting a code amendment for council consideration, the applicant is required to pay a review fee and reimburse for any consultant time associated with processing the request. Cost to cover staff's time for the processing of the code amendment is borne by the applicant. It also guarantees that the work item will be completed, ideally within a 12-18-month period depending on the scope of the amendment.

On-going Modifications

We anticipate that planning commission and staff responsibilities can fluctuate throughout the year with efficiencies in some areas and additional work hours in other areas, and the balance is actualized over multiple years. Staff will provide a mid-year update on work program progress and percentage completion to the planning commission and city council. It is also further anticipated that the Community Development Department Work Plan will change as the city council implements their city wide strategic plan.

Strategic Plan Action Item Responsibilities designated to Community Development

GOALS

ECONOMIC DEVELOPMENT

Goal Statement: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Objectives:

- Promote and assist local business retention and expansion.
- Grow Covington as a destination city.

Actions:

1. Establish a development plan between the city and a developer and between the city and a higher education institution. *Community Development 2018*
2. Convene a meeting with our Town Center partners to develop and reach agreement on a set of shared interests and goals and to review and pursue the recommendations contained in the Higher Education Needs Assessment. *Community Development 2018*
3. Task CEDC with the development of a business outreach plan that assesses current business attitudes regarding doing business in Covington.
4. Develop a community wide branding strategy in collaboration with CEDC.
5. Evaluate the General Commercial Zone to determine the transportation and infrastructure impacts of the development of light manufacturing within that zone. *Community Development 2019*

THE TOWN CENTER

Goal Statement: Establish Downtown Covington as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Objectives:

- Make Town Center the social and cultural focal point of the city.
- Develop a strong mixed use and pedestrian friendly Town Center.
- Foster Town Center development and branding.

Actions:

1. Execute a development agreement with a Town Center developer specifically addressing the desired development to take place in the future Town Center. *Community Development 2020*
2. Work collaboratively with local higher education institutions on facilitating the creation of job related training and job creation in Covington. *Community Development 2020*
3. Task the Arts Commission with developing a Town Center public art plan that could be used and incorporated into the Town Center design and construction.
4. Work with the Town Center Developer to design a community gathering place within the Town Center development and to determine the best location for a community holiday tree to be used for the Community Tree Lighting Festival. *Community Development 2020*
5. Lobby the state legislature for capital funding to develop a civic plaza.
6. Develop a report on how a levy lid lift could impact public safety and the construction of a police department/city hall.

NEIGHBORHOODS

Goal Statement: Foster community cohesiveness, communications, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Objectives:

- Diversify our housing market.
- Participate in and support neighborhood events.
- Foster safe and desirable neighborhoods.

Actions:

1. Diversify housing types through creative land use and zoning policies. *Community Development 2020*
2. Stay connected to and involved with neighborhood and HOA planned events.
3. Expand city department participation in National Night Out.
4. Increase education regarding proper use of code enforcement and public safety services. *Community Development 2019*
5. Seek funding to provide better pedestrian connectivity between neighborhoods and new development. *Community Development 2020*
6. Increase accessibility to crime prevention resources.
7. Improve follow up and advocacy for victims of crime.