PLANNING COMMISSION AGENDA
July 18, 2019
6:30 PM

CALL TO ORDER

ROLL CALL
Chair David Caudle, Vice Chair Elizabeth Porter, Chele Dimmett, Jennifer Gilbert-Smith, Jonathan Ingram, and Murray Williams

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA
C1. Minutes from April 4, 2019

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 your comments taking longer than the allotted time, you are encouraged to contact the Planning Department ten days in advance of the meeting so your item may be placed on the next available agenda.

UNFINISHED BUSINESS – None

PUBLIC HEARING – None

NEW BUSINESS
1. Proposed Code Amendment to CMC 18.50 Vehicle Parking in Residential Zones
2. Proposed Code Amendment to CMC 14.35.010 Pre-Application Conference

ATTENDANCE VOTE

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

COMMENTS AND COMMUNICATIONS OF STAFF AND COMMISSIONERS

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) 480-2400

Web Page: www.covingtonwa.gov
CALL TO ORDER
The regular meeting of the Planning Commission was called to order at 6:31 p.m. by Chair Caudle.

MEMBERS PRESENT
David Caudle, Jennifer Gilbert-Smith, Elizabeth Porter, Jennifer Harjehausen, Jonathan Ingram and Murray Williams

MEMBERS ABSENT – Chele Dimmett

STAFF PRESENT
Gina Estep, Community Development Director
Dafne Hernandez, Community Development and Planning Intern
Kelly Thompson, Planning Commission Secretary

APPROVAL OF AGENDA
- Commissioner Williams moved and Commissioner Harjehausen seconded to approve the agenda. The motion carried 6-0.

APPROVAL OF MINUTES
- C1. Commissioner Harjehausen moved and Commissioner Williams seconded to approve the corrected March 21, 2019 minutes. The motion carried 6-0.

CITIZEN COMMENTS - None

UNFINISHED BUSINESS – None

PUBLIC HEARING
1. Public Hearing on code amendments to CMC Title 5 Business Licenses & Regulations by adding a new Chapter 5.30 providing regulations for mobile food vendors.

Chair Caudle opened the public hearing.

Community Development and Planning Intern Dafne Hernandez gave the staff report.

The Planning Commission asked for clarification on “city property.”
There were no public comments.

Chair Caudle closed the public hearing.

The Planning Commission asked questions with Ms. Hernandez and Ms. Estep providing responses.

- **Commissioner Porter moved and Commissioner Harjehausen seconded to forward a recommendation to the City Council to approve the proposed amendments to Covington Municipal Code Title 5 by adding a new Chapter 5.30, Mobile Food Units in substantial form with the following changes:**
  
  - 5.30.020(2) “Mobile Food Vendor” shall be defined as a licensed and operable motor vehicle or trailer used to serve, vend, or provide ready to eat food or nonalcoholic beverages for human consumption from an approved and assigned fixed location.
  
  - 5.30.070(2) Operating hours shall be consistent with the sites primary business operating hours, ensuring bathroom facilities are always available. When located on a vacant lot, the operating hours shall be consistent with adjacent business(es) hours.
  
  - Vendors must assemble and disassemble their spaces during these hours.
  
  - 5.30.080(2) Mobile food units shall not sell nor serve alcoholic beverages comply with the WA State Liquor and Cannabis Board.
  
  - 5.30.080(5) Mobile food units shall not be located near electrical lines or extension cords overhead or on the ground in any location in which the public has access to. ADA compliant electrical cord covers may be used.

- **Motion carried 6-0.**

2. **Public Hearing on code amendments to CMC Title 18 Zoning Code to amend CMC 18.31.180 to add physical fitness/recreational club facilities to the permitted land use chart for Downtown development and amend CMC 18.20 Technical Terms and Land Use Definitions.**

Chair Caudle opened the public hearing.

Community Development Director Gina Estep provided the staff report.

There was no public comment.

Chair Caudle closed the public hearing.
The Planning Commission discussed the proposed code amendments, requesting clarification, with Ms. Estep providing responses.

- **Commissioner Ingram moved Commissioner Murray seconded to forward a recommendation to the City Council to approve the proposed amendments to Covington Municipal Code Chapters 18.31.080(3), Permitted Use Table, to add “physical fitness/recreation clubs” facilities and the associated footnote, and the amendments to Chapter 18.20, Technical Terms and Land Use Definitions, specifically CMC 18.20.893 Physical fitness/recreation club and 18.20.966 Recreation, indoor with the following changes:**
  - Add “P” to Recreation, Indoor in the Town Center Zone. Add separate use category “Recreation, Outdoor.”

<table>
<thead>
<tr>
<th>Use Categories</th>
<th>Town Center (TC)</th>
<th>Mixed Commercial (MC)</th>
<th>General Commercial (GC)</th>
<th>Mixed Housing Office (MHO)</th>
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<td>Recreation, Outdoor</td>
<td>C</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

- **Motion carried 6-0.**

**NEW BUSINESS - None**

**ATTENDANCE VOTE – None**

- **Commissioner Ingram moved and Commissioner Williams seconded to excuse the absence of Commissioner Dimmett. Motion carried 6-0.**

**PUBLIC COMMENTS - None**

**COMMENTS AND COMMUNICATIONS FROM STAFF AND COMMISSIONERS**

The Planning Commission meeting for April 18, 2019 will be cancelled.

**ADJOURN**

The April 4, 2019, Planning Commission Meeting adjourned at 8:20 p.m.

Respectfully submitted,

_____________________________________________
Kelly Thompson, Planning Commission Secretary
TO: Planning Commissioners
FROM: Dafne Hernandez, Planning Technician
CC: Gina Estep, Community Development Director
DATE: July 18, 2019
RE: LA19-0008 & SEPA 19-07: Proposed Land Use Code Amendment amending the total number of vehicles allowed to be parked or stored outside a building for single family dwelling units regardless of zones, to four vehicles.

A. INTRODUCTION:
The proposed code amendment recommends to amend the Covington Municipal Code (CMC) 18.50.110(10) by adding language to change the total number vehicles parked or stored outside a building for a single-family dwelling unit, regardless of zone. See Attachment A for the proposed language.

B. GENERAL INFORMATION:
The proposed amendments provide regulations concerning the total number of vehicles, recreational vehicles, boats and trailers allowed to be parked outside of a single-family dwelling unit. The amendment does not apply to said vehicles parked in garages or other accessory structures. The proposed amendment also allows for properties with a legally established accessory dwelling unit one additional parked vehicle. See Attachment A for the proposed Code amendment.

C. REGULATORY REQUIREMENTS:
1) SEPA Compliance (SEPA19-07): A SEPA Determination of Nonsignificance (DNS) was issued on July 12, 2019, with a 14-day comment period that ended on July 26, 2019. Legal notice was published in the Covington Reporter on July 12, 2019, as well as posted on the city website and at City Hall.
2) Public Notice, Public Comment & Planning Commission Review: Per CMC 14.27.050 and CMC 14.27.060 Planning Commission Review, legal notice on these proposed amendments was published July 12, 2019 in the Covington Reporter as well as posted on the city’s website and at City Hall on July 12, 2019. The Planning Commission is required to hold a noticed public hearing and make a recommendation to the City Council as to whether each proposed amendment meets the criteria in CMC 14.27.040. As of July 12 2019, no public comments were received. Any comments provided prior to the end of the comment period will be forwarded to the Planning Commission.
3) Department of Commerce: Pursuant to CMC 14.27.050(4) and RCW 36.70A.106.
The proposed amendments were transmitted to Washington State Department of Commerce on July 9, 2019.

D. **PROPOSED MUNICIPAL CODE AMENDMENT:** See Attachment A.

E. **CMC 14.27.040 DECISION CRITERIA:**
The Planning Commission recommendation and City Council’s approval, modification, deferral, or denial of an amendment proposal shall be based on the following criteria:

1. The proposed amendment is consistent with the goals, objectives, and policies of the comprehensive plan;
   
   **Staff Findings:** Yes, the proposed code amendment is expected to comply with the Growth Management Act of Washington State and goals, objectives and policies of the City’s Comprehensive Plan and other applicable laws.

2. The proposed amendment is consistent with the scope and purpose of the City’s zoning ordinances and the description and purpose of the zone classification applied for;
   
   **Staff Findings:** Not Applicable – this is not a zoning map amendment.

3. Circumstances have changed substantially since the establishment of the current zoning map or district to warrant the proposed amendment;
   
   **Staff Findings:** Not Applicable – this is not a zoning map amendment.

4. The proposed zoning is consistent and compatible with the uses and zoning of surrounding property;
   
   **Staff Findings:** Not Applicable – this is not a zoning map amendment.

5. The property that is the subject of the amendment is suited for the uses allowed in the proposed zoning classification;
   
   **Staff Findings:** Not Applicable – this is not a zoning map amendment.

6. The amendment is in compliance with the three-year limitation rule as specified in CMC 14.27.030(3); and
   
   **Staff Findings:** Yes, the proposed amendment complies with the three-year limitation rule specified in CMC 14.27.030(3).

7. Adequate public services could be made available to serve the full range of proposed uses in that zone.
   
   **Staff Findings:** Not Applicable – this is not a zoning map amendment.

F. **STAFF RECOMMENDATION:**
Staff recommends approval of the proposed Municipal Code amendment as shown in Attachment A of this staff report.

G. **MOTION/PLANNING COMMISSION RECOMMENDATION:**
Planning Commission recommends approval of the proposed Municipal Code Amendment as shown in Attachment A of this staff report.
ATTACHMENT A

18.50.110 Off-street parking plan design standards.

(1) Off-street parking areas shall not be located more than 600 feet from the building they are required to serve, unless approved by the Director, for all uses except those specified as follows; where an off-street parking area does not abut the building it serves, the required maximum distance shall be measured from the nearest building entrance that the parking area serves:

(a) For all single detached dwellings, the parking spaces shall be located on the same lot they are required to serve;

(b) For all other residential dwellings, at least a portion of parking areas shall be located within 150 feet from the building or building(s) they are required to serve;

(c) For all nonresidential uses permitted in residential zones, the parking spaces shall be located on the same lot they are required to serve and at least a portion of parking areas shall be located within 150 feet from the nearest building entrance they are required to serve;

(d) In designated activity, community business and neighborhood business centers, parking lots shall be located to the rear or sides of buildings. Relief from this subsection (1)(d) may be granted by the Director only if the applicant can demonstrate that there is no practical site design to meet this requirement. The Director may allow only the number of parking spaces that cannot be accommodated to the rear or sides of buildings to be located to the front of buildings;

(e) Parking lots shall be so arranged as to permit the internal circulation of vehicles between parking aisles without re-entering adjoining public streets;

(f) Parking for the disabled shall be provided in accordance with CMC 18.50.060; and

(g) In the MR and RCMU zones, off-street surface parking shall be separated from a street by a building except when:

(i) Parking is located adjacent to a building facade that is not oriented to a street frontage; or

(ii) Parking is located in the driveway of a single-family detached residence or townhouse; or

(iii) Parking is located in a park; or
(iv) Parking is located along up to 20 percent of the applicable street frontage and is screened by landscaping or other physical barrier, such as a berm, wall or sight-obscuring fence.

Off-Street Surface Parking (CMC 18.50.110(1)(g))

ACCEPTABLE
(2) The minimum parking space and aisle dimensions for the most common parking angles are shown on the table in this subsection. For parking angles other than those shown on the chart, the minimum parking space and aisle dimensions shall be determined by the Director. Regardless of the parking angle, one-way aisles shall be at least 10 feet wide, and two-way aisles shall be at least 20 feet wide. If dead end aisles are used in the parking layout, they shall be constructed as two-way aisles. Parking plans for angle parking shall use space widths no less than eight feet six inches for a standard parking space design and eight feet for a compact car parking space design.

**Minimum Parking Stall and Aisle Dimensions***

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<tr>
<th>Parking Angle</th>
<th>Stall Width</th>
<th>Curb Length</th>
<th>Stall Depth</th>
<th>Aisle Width 1-Way</th>
<th>Aisle Width 2-Way</th>
<th>Unit Depth 1-Way</th>
<th>Unit Depth 2-Way</th>
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**Minimum Parking Stall and Aisle Dimensions**

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<td>18.0</td>
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<td>24.0</td>
</tr>
</tbody>
</table>

* For compact stalls only.

** Variable with compact and standard combinations.
(3) Any parking spaces abutting a required landscaped area on the driver or passenger side of the vehicle shall provide an additional 18 inches above the minimum space width requirement to provide a place to step other than in the landscaped area. The additional width shall be separated from the adjacent parking space by a parking space division stripe.

(4) The parking space depth may be reduced if vehicles overhang a walkway or landscaping under the following conditions:
(a) Wheel stops or curbs are installed;

(b) The remaining walkway provides a minimum of 48 inches of unimpeded passageway for pedestrians;

(c) The amount of space depth reduction is limited to a maximum of 18 inches; and

(d) Landscaping is designed in accordance with CMC 18.40.080(5).

(5) Driveways providing ingress and egress between off-street parking areas and abutting streets shall be designed, located and constructed in accordance with the provisions of Chapter 12.60 CMC, City of Covington Street Standards. Driveways for single detached dwellings, no more than 20 feet in width, may cross required setbacks or landscaped areas to provide access between the off-street parking areas and the street, provided no more than 15 percent of the required landscaping or setback area is eliminated by the driveway. Joint use driveways may be located within required landscaping or setback areas. Driveways for all other developments may cross or be located within required setbacks or landscaped areas to provide access between the off-street parking areas and the street, if no more than 10 percent of the required landscaping is displaced by the driveway and the driveway is located no closer than five feet from any property line except where intersecting the street.

(6) Parking spaces required under this title shall be located as follows:

(a) For single detached dwelling units the required parking spaces shall be outside of any required setbacks or landscaping, but driveways crossing setbacks and required landscaping may be used for parking. However, if the driveway is a joint use driveway, no vehicle parked on the driveway shall obstruct any joint user’s access to the driveway or parking spaces;

(b) For all other developments parking spaces may be permitted by the Director in setback areas in accordance with an approved landscape plan; and

(c) For nonresidential uses in residential zones, parking is permitted in setback areas in accordance with CMC 18.30.250.

(7) Lighting shall be provided for safety of traffic and pedestrian circulation on the site. It shall be designed to minimize direct illumination of abutting properties and adjacent streets.

(8) Tandem or end-to-end parking is allowed in residential developments. Apartment or townhouse developments may have tandem parking areas for each dwelling unit but shall not combine parking for separate dwelling units in tandem parking areas.
(9) All vehicle parking and storage for single detached dwellings must be in a garage, carport or on an approved impervious surface. Any impervious surface used for vehicle parking or storage must have direct and unobstructed driveway access.

(10) Per single-family dwelling unit, the total number of vehicles parked or stored outside of a building, on a single-family lot, regardless of zone, in the R-4 through R-8 zones, excluding recreational vehicles and trailers, shall not exceed four vehicles on lots 12,500 square feet or less and eight vehicles on lots greater than 12,500 square feet, including recreational vehicles, boats and trailers. In no case shall vehicles, recreational vehicles, boats and trailers be parked between the single-family dwelling unit and the street unless located on approved impervious surface. For properties with a legally established accessory dwelling unit an additional vehicle is allowed.

(11) Vanpool or carpool parking areas shall meet the following minimum design standards:

(a) A minimum vertical clearance of seven feet three inches shall be provided to accommodate van vehicles if designated vanpool or carpool parking spaces are located in a parking structure; and

(b) A minimum turning radius of 26 feet four inches with a minimum turning diameter, curb to curb, of 52 feet five inches shall be provided from parking aisles to adjacent carpool or vanpool parking spaces.

(12) Direct access from the street right-of-way to off-street parking areas shall be subject to CMC 18.75.070.

(13) No dead end alley may provide access to more than eight off-street parking spaces. (Ord. 03-14 § 1; Ord. 01-14 § 1 (Exh. A); Ord. 10-10 § 3 (Exh. C); Ord. 42-02 § 2 (21A.18.110))
A. INTRODUCTION: The proposed Municipal Code amendment, if approved, will;
   1) Change the requirement set forth in CMC 14.35.010(2) of scheduling a pre-application conference within 30 days of application to 45 days. Staff currently allows the review team a minimum of two weeks to complete initial review of the project. Staff aims to schedule most pre-application conferences within three weeks from submittal, however based on staff and partner agency availability, the city is often challenged to meet the current 30-day requirement.
   2) Amend CMC 14.35.010(4) to allow the Community Development Director the ability to grant an applicant an extension to the required timeframe stipulated by Code to submit a complete land use application following a pre-application conference. There is currently no provision in the Covington Municipal Code which would allow flexibility once 180 days has elapsed without a complete land use application being submitted. The applicant would be required to submit a written request and provide a justification for granting an extension along with an associated fee.

B. GENERAL INFORMATION: The proposed Code amendment is intended help streamline the development and permitting process for both the City and applicants.

C. REGULATORY REQUIREMENTS:
   1) SEPA Compliance: The proposed amendment is categorically exempt from SEPA pursuant to WAC 197-11-800(19)(b), as the proposed changes do not make changes to substantive standards respecting the use or modification of the environment.
   2) Public Notice, Public Comment & Planning Commission Review: Per CMC 14.27.050 and 060 Planning Commission Review, legal notice on these proposed amendments was published July 12, 2019 in the Covington Reporter as well as posted on the city’s website and at city hall on July 12, 2019. The Planning Commission is required to hold a noticed public hearing and make a recommendation to the City Council as to whether each proposed amendment meets the criteria set
forth in CMC 14.27.040. As of July 10, 2019. No public comments were received. Any comments provided prior to the end of the comment period will be forwarded to the Planning Commission.

3) Department of Commerce: Pursuant to CMC 14.27.050(4) and RCW 36.70A.106, the proposed amendments were transmitted to Washington State Department of Commerce on July 10, 2019.

D. PROPOSED MUNICIPAL CODE AMENDMENT: See Attachment A

E. CMC 14.27.040 DECISION CRITERIA
The Planning Commission recommendation and City Council’s approval, modification, deferral, or denial of an amendment proposal shall be based on the following criteria:

(1) The proposed amendment is consistent with the goals, objectives, and policies of the comprehensive plan;
Staff Findings: Yes, the proposed code amendment is expected to comply with the Growth Management Act of Washington State and goals, objectives and policies of the City’s Comprehensive Plan and other applicable laws.

(2) The proposed amendment is consistent with the scope and purpose of the City’s zoning ordinances and the description and purpose of the zone classification applied for;
Staff Findings: Not Applicable – this is not a zoning map amendment.

(3) Circumstances have changed substantially since the establishment of the current zoning map or district to warrant the proposed amendment;
Staff Findings: Not Applicable – this is not a zoning map amendment.

(4) The proposed zoning is consistent and compatible with the uses and zoning of surrounding property;
Staff Findings: Not Applicable – this is not a zoning map amendment.

(5) The property that is the subject of the amendment is suited for the uses allowed in the proposed zoning classification;
Staff Findings: Not Applicable – this is not a zoning map amendment.

(6) The amendment is in compliance with the three-year limitation rule as specified in CMC 14.27.030(3); and
Staff Findings: Yes, the proposed amendment complies with the three-year limitation rule specified in CMC 14.27.030(3).

(7) Adequate public services could be made available to serve the full range of proposed uses in that zone.
Staff Findings: Not Applicable – this is not a zoning map amendment.

F. STAFF RECOMMENDATION: Staff recommends approval of the proposed Municipal Code amendment as shown in Attachment A of this staff report.

Recommended Planning Commission Motion:
Move to forward a recommendation to the City Council to approve the proposed amendments to Covington Municipal Code 14.35.010 Preapplication Conference in substantial form as found in Attachment 1 of this staff memorandum.
14.35.010 Preapplication conference.

(1) Prior to filing a permit application for a Type 2, Type 3 or Type 4 decision, the applicant shall contact the Department to schedule a preapplication conference, which shall be held prior to the applicant filing the application.

(2) The purpose of the preapplication conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. The preapplication conference shall be scheduled by the Department, upon the request of an applicant, and shall be held in a timely manner, within 30-45 days from the date of the applicant’s request. Nothing in this section shall be interpreted to require more than one preapplication conference or to prohibit the applicant from filing an application if the Department is unable to schedule a preapplication conference within 30-45 days following the applicant’s request.

(3) The Director shall establish procedures, reasonable schedules, and staff participation for preapplication conferences.

(4) An applicant wishing to submit a permit application more than 180 days following a preapplication for the same permit application shall be required to schedule another preapplication conference. If a fully complete land use application has not been submitted within 180 days from the date of the preapplication meeting, a new meeting must be held or an extension request must be granted before the land use application will be accepted. Requests for extension must be submitted in writing detailing the justification for the request along with the extension fee. Extension requests will be granted at the discretion of the Community Development Director.

(5) The discussions at the conference shall not bind or prohibit the City’s future application or enforcement of all applicable law since it is impractical for a preapplication conference to be an exhaustive review of all potential issues. (Ord. 02-09 § 3)