The City of Covington is a destination community where citizens, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

PLANNING COMMISSION AGENDA
November 16, 2017
6:30 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

C1. Minutes from November 2, 2017

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 – Action Required

1. Final Discussion & Recommendation on 2018 Work Program

PUBLIC HEARING – None

NEW BUSINESS- No Action Required

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
Planning Commission Minutes

November 2, 2017
City Hall Council Chambers

CALL TO ORDER
The regular meeting of the Planning Commission was called to order at 6:35 p.m. by Vice Chair Dimmett.

MEMBERS PRESENT
Chele Dimmett, Jennifer Gilbert-Smith, Paul Max, David Caudle, Elizabeth Porter, and Murray Williams

MEMBERS ABSENT
Jonathan Ingram

STAFF PRESENT
Richard Hart, Community Development Director
Ann Mueller, Senior Planner
Kelly Thompson, Planning Commission Secretary

SPECIAL ORDER OF BUSINESS – Election of Officers
Commissioner Max nominated Jennifer Gilbert-Smith for Chair. Commissioner Caudle nominated Commissioner Dimmett for Chair. Commissioner Dimmett nominated Commissioner Caudle for Chair.

❖ Commissioner Dimmett was voted as Chair of the Planning Commission by a majority vote of 4.

Commissioner Max nominated Commissioner Gilbert-Smith as Vice-Chair. Commissioner Dimmett nominated Commissioner Caudle as Vice-Chair.

❖ Commissioner Caudle was voted as Vice Chair of the Planning Commission by a majority vote of 3.

APPROVAL OF MINUTES AND AGENDA
❖ C1. Commissioner Max moved and Commissioner Caudle seconded to approve the August 17, 2017 minutes and meeting agenda for November 2, 2017. Motion carried 6-0.

CITIZEN COMMENTS - None
PUBLIC HEARING

1. Amendments to Covington Municipal Code (CMC) 18.75.030 & 18.75.040 related to adequate sewer and water service.

Chair Dimmett opened the Public Hearing.

Senior Planner Ann Mueller reviewed the memo to ensure that adequate public facilities and services are currently, or will become available, before a development proposal is approved. CMC Title 13 Public Utilities contained language that was left over from King County. The code was clarified because the city does not own the water and sewer infrastructure and is not the utility provider. The code has also been cleaned up for out of date and inaccurate information and is now consistent with Title 13. There were no public comments received in response to SEPA.

Commissioner Caudle asked about the utility provider’s future plans for development and whether there is any risk for developers.

Ms. Mueller responded that the Lakepointe development has been made aware that they cannot obtain building permits until utility services are available.

Mr. Hart added that every development begins with a pre-application meeting where staff and the developer review these requirements. As part of the site development permit application, the developer must provide certificates of water and sewer availability. The developer must work with the utilities early in the development process.

Commissioner Porter asked about the connection requirements.

Ms. Mueller responded that if a development is within 300 feet of the utility, they would be required to connect.

Mr. Hart gave an example of former United Rentals property where a storage unit facility has recently applied for permits. The development is more than 300 feet from the nearest available sewer service. The developer is required to build the sewer infrastructure on their site and will connect to sewer when the missing links of infrastructure are later constructed on adjacent properties.

Chair Dimmett closed the Public Hearing.

- Commissioner Caudle moved and Commissioner Williams seconded to recommend the City Council approve the
proposed Zoning Code Amendments to CMC Sections 18.75.030 and 18.75.040, in substantial form as found in Attachment 1, finding that the amendments are in accordance with the Covington Comprehensive Plan and CMC 14.27.040 Decision Criteria for code amendments. The motion carried 6-0.

NEW BUSINESS

2. Preliminary Discussion on 2018 Work Program

Ms. Mueller introduced the proposed 2018 Community Development and Planning Commission Work Program. She reviewed how staff prioritizes the work program items based on mandatory requirements from state statutes, City Council strategic plan action items, high priority, medium priority, and future work plan items.

Mr. Hart gave an overview of the mandatory items. The strategic plan action items are directives from the City Council.

Ms. Mueller indicated that item 21, the Anticipated Amendments to the Lakepointe Urban Village Development Agreement, Hawk Property Subarea Plan, and Planned Action EIS and Comprehensive Plan Amendments will likely move to high priority. It is our understanding that Lakepointe will be submitting amended applications as they anticipate a greater demand for both commercial and residential development.

Commissioner Caudle asked if the increase in commercial tenant space will result in an increase in revenue to the city.

Mr. Hart responded that there would likely be additional tax revenue. The additional impact could also impact city resources such as police and street maintenance. The City Council has debated whether to add an additional police officer. There is also interest in moving the ½ time Code Enforcement to a full-time position and the ½ time Associate Planner to a full-time position, which the City Council will be discussing in the next few weeks. The majority of new revenue from the development will go to streets, parks, police, and general government services.

Commissioner Caudle asked how the final 2018 Workplan is determined.

Mr. Hart responded that the Planning Commission makes a recommendation to the City Council, who will then make the final decision.
Commissioner Porter suggested that some of the hours could be paid for by a consultant. The hours for workplan numbers 7, 8, and 21 totals nearly 1000 hours. She inquired whether staff could hire a consultant to handle those work plan items.

Ms. Mueller responded that the city currently uses consultants where the cost is passed on to the developer. Someone still must oversee the consultant’s work.

Mr. Hart added that the City Council approves the budget based on positions for the next year. It is not a small or easy task to add additional staff positions. When the Planning Commission makes a recommendation and the City Council adopts it, staff will work on those work plan items. The medium priority items may be worked on throughout the year when we have down time. Sharing full time staff with other cities such as Maple Valley is more difficult. Road maintenance is something that can be shared across city lines. We currently share staff for plan review, inspections, and Building Official duties with Maple Valley. To find someone qualified for a short-term project is very difficult.

While discussing the Future Work Plan items, Mr. Hart reminded the Planning Commission that the Master Builders does have the option to apply for a code amendment, if their request is not ranked high or slated for 2018.

Commissioner Max asked if staff is going to revise the priorities. Mr. Hart responded that we anticipate revising the priorities once we get some additional direction from the Planning Commission tonight and the City Council. Mr. Hart also gave an estimated timeline for the Lakepointe development. The estimate is that 204th will be completed in 2019, with commercial building construction in 2020-21. Residential construction would follow.

Mr. Hart added that it is important to rank the Medium Priority numbers 13-18. When the City Council asks staff to work on a new task, staff can refer to the work program to determine where it fits in the priorities, or which priority can be postponed.

Commissioner Gilbert-Smith asked about the need for regulations for food trucks.

Mr. Hart shared that staff get inquiries from time to time and they are not allowed outright. This request is from the private sector.

3. Update on Lakepointe Urban Village Development Agreement

Ms. Mueller provided a historical overview of the Lakepointe Urban Village which included the annexation of 2 parcels. She also recapped the Northern Gateway study. One issue the development is currently facing is the filling of a large pit. It will take millions of tons of fill material and approximately 3 years if they are
only allowed to work during regular construction hours. The developer would like to work 24/7, which is not currently allowed by code. Staff is considering solutions that also take into consideration impacts to the surrounding neighborhoods. We would put controls on back-up beeping noises.

Commissioner Caudle asked if the Planning Commission will have the opportunity to review and provide input on the tree preservation plan for the Lakepointe development.

Ms. Mueller responded that the developer has been asked to identify risks and hazard trees. The city’s arborist has asked about the replanting plan. Staff will be asking for more information on tree removal which is spelled out in the Development Agreement.

Commissioner Caudle appreciates the assessment of root disease, as usually after a storm or high wind, it is discovered that the integrity of the tree is not good.

Ms. Mueller responded that prevailing winds and the location of the trees being removed has been discussed and considered.

Commissioner Porter asked if the location of the trail system has been determined and suggested the developer could plant trees along the perimeter of the trail corridor. Staff agreed.

Commissioner Max confirmed that after the construction of 204th Ave SE is complete, traffic will be diverted from SR 516 to SR 18. Staff agreed.

The developer is working with King County Metro as a preferred site for a park and ride on the Lakepointe property.

**ATTENDANCE VOTE**
- Commissioner Gilbert-Smith moved and Commissioner Caudle seconded to excuse the absence of Commissioner Ingram. Motion carried 6-0.

**PUBLIC COMMENTS - None**

**COMMENTS AND COMMUNICATIONS FROM STAFF AND COMMISSIONERS**
Staff and the Planning Commission welcomes new Commissioners Porter, Caudle and Williams.
ADJOURN
The November 2, 2017, Planning Commission Meeting adjourned at 7:58 p.m.

Respectfully submitted,

_____________________________________________
Kelly Thompson, Planning Commission Secretary
To: Planning Commission

From: Richard Hart, Community Development Director
      Ann Mueller, Senior Planner

Date: November 16, 2017

Re: Staff’s recommended 2018 Communality Development Department & Planning Commission Work Plan

Attached you will find a refined 2018 Work Plan prepared by the Community Development staff. Staff made some slight changes in the priority rankings as suggested by the Planning Commission at the last meeting. The rankings are in order as preferred by the city staff. The Planning Commission may review this work plan, adjust the priority rankings, and make a final recommendation to city council, which will be forwarded to them for their study session with the Planning Commission scheduled for January 23, 2018.
## Draft Work Program Items for 2018

### Mandatory

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Requirement Type</th>
<th>Est. Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Periodic Review of Covington’s Shoreline Master Plan (SMP)</td>
<td>Statutorily Mandated Review *$550,000</td>
<td>400</td>
</tr>
<tr>
<td>2.</td>
<td>Comprehensive Plan &amp; Development Code Regulation Amendment Annual Docket for 2017 (City Policy and Code Updates)</td>
<td>State Legislature Annual Ongoing</td>
<td>300</td>
</tr>
<tr>
<td>3.</td>
<td>Update Traffic Concurrency Program (Title 12) &amp; Transportation Impact Fee Calculation (Title 19) [Carry-over from 2017]</td>
<td>State Legislative GMA Compliance *$13,000</td>
<td>350</td>
</tr>
<tr>
<td>4.</td>
<td>Completion of Sign Code Amendments for Compliance with Supreme Court Decision in Reed v. Town of Gilbert CMC 18.55 [Carry over from 2017]</td>
<td>Supreme Court</td>
<td>150</td>
</tr>
</tbody>
</table>

### Strategic Plan Action Items

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Requirement Type</th>
<th>Est. Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Economic Development - Convene meeting with our Town Center partners and establish a development plan between the city, developer &amp; higher education institution, including pursuing recommendations in the Higher Education Needs Assessment. (goal: establish college and vocational courses)</td>
<td>City Council</td>
<td>Un-scoped (est. 200)</td>
</tr>
</tbody>
</table>

### High Priority

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Requirement Type</th>
<th>Est. Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Anticipated amendments to the Lakepointe Urban Village Development Agreement/ Hawk Property Subarea Plan/Planned Action EIS &amp; Comp Plan amendments</td>
<td>Council/Private Developer</td>
<td>400**</td>
</tr>
<tr>
<td>9.</td>
<td>Critical Area/Wetland Monitoring System – Phase 2 Implementation Strategies</td>
<td>Council/Staff</td>
<td>100</td>
</tr>
<tr>
<td>12.</td>
<td>Amend/Update Title 17 Subdivisions to conform with preferred processes &amp; include administrative approval process for final plat</td>
<td>State Statute/Staff</td>
<td>150</td>
</tr>
</tbody>
</table>

### TOTAL ESTIMATED WORK HOURS FOR 2018 PROPOSED PROGRAMS

- Mandatory: 1,200
- Strategic Plan: (est. 200)
- High Priority: 1,400
- TOTAL: 2,800
## Community Development Department & Planning Commission
### Work Program Items for 2018 – Cont.

<table>
<thead>
<tr>
<th>Medium Priority</th>
<th>Requirement Type</th>
<th>Est. Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Update to Hearing Examiner’s (HE) Rules &amp; Procedures</td>
<td>Staff/HE</td>
</tr>
<tr>
<td>14.</td>
<td>Update/ Amend Title 19 Definitions and other out of date code (no longer needed or not removed when incorporated)</td>
<td>Staff (CD)</td>
</tr>
<tr>
<td>15.</td>
<td>Update Franchise Agreement codes (Title 12)</td>
<td>Staff (CD/PW)</td>
</tr>
<tr>
<td>16.</td>
<td>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</td>
<td>Staff(CD)</td>
</tr>
<tr>
<td>17.</td>
<td>Update web presence for Community Development webpages with updates and more functional and informative webpages and continued integration of electronic plan integration and overview.</td>
<td>Staff (CD)</td>
</tr>
</tbody>
</table>

**Medium Priority Work Plan Hours** | 625

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

<table>
<thead>
<tr>
<th>Future Work Plan Items</th>
<th>Requirement Type</th>
<th>Est. Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Review and update as necessary Permitted Use Charts for clarity and usability</td>
<td>Staff (CD)</td>
</tr>
<tr>
<td>19.</td>
<td>Review and scope any work necessary for updates to the city’s Noise Ordinance. CMC 8.20 Noise Control</td>
<td>Staff (CD)</td>
</tr>
<tr>
<td>20.</td>
<td>Review CMC 18.95 Transfer of Residential Density Credits (original language from King County needs to be reviewed)</td>
<td>Staff (CD)</td>
</tr>
<tr>
<td>21.</td>
<td>Study sustainability strategies to implement Comp Plan policies and Action Item in the Natural Environment Element (Code Amendments)</td>
<td>Staff (CD/PW)</td>
</tr>
<tr>
<td>22.</td>
<td>Draft New Zoning Code Regulations on Food Trucks (Title 18)</td>
<td>Staff (CD/ED)</td>
</tr>
<tr>
<td>23.</td>
<td>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.</td>
<td>City Council</td>
</tr>
<tr>
<td>24.</td>
<td>Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft., density calculations, and lot sizes (CMC 18.30 &amp; Forms) [Carry-over since 2014]</td>
<td>Master Builders Request/No Application submitted</td>
</tr>
<tr>
<td>25.</td>
<td>Increase Short Plat Yields from 4 to 9 units and SEPA Thresholds &amp; SEPA exemptions for SFR from 9 to 30 units (Title 18 &amp; Forms) Note: the city updated the SEPA threshold to 9 units in 2014.</td>
<td>Master Builders Request/No Application submitted</td>
</tr>
</tbody>
</table>

**Future Work Plan Items Hours** | 1,400

**TOTAL ESTIMATED WORK HOURS FOR 2018 MEDIUM AND FUTURE TASKS** | 2,025
**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 Director has other administrative responsibilities. The majority of the community development department staff are salaried employees, with the exception of 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.

<table>
<thead>
<tr>
<th>Prioritization Designation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>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.</td>
</tr>
<tr>
<td>High</td>
<td>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.</td>
</tr>
<tr>
<td>Strategic Plan Action Items</td>
<td>These are tasks identified in the City Councils 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.</td>
</tr>
<tr>
<td>Medium</td>
<td>These tasks are seen as 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.</td>
</tr>
<tr>
<td>Future</td>
<td>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.</td>
</tr>
</tbody>
</table>
In an effort 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 staff and consultant 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 some aspects of the project.

*Private Requests*

While a significant number of the items listed on the 2017 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 time 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 work plan will change as the City Council implements their city wide strategic plan.
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.