CALL TO ORDER

ROLL CALL
Chair Bill Judd, Vice Chair Chele Dimmett, Paul Max, Jennifer Gilbert-Smith, Alex White, Jim Langehough, & Jonathon Ingram

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

C1. Planning Commission Minutes for June 1, 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, 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.

SPECIAL ORDER OF BUSINESS: No Action Required
1. Open House and Discussion on Proposed Sign Code Amendments (Short staff power point presentation)

UNFINISHED BUSINESS – No Action Required
2. Discussion of Public Comments & Questions from Open House on Sign Code

PUBLIC HEARING – None

NEW BUSINESS – None

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.
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 6:32 p.m. by Vice Chair Dimmett.

MEMBERS PRESENT
Chele Dimmett, Jennifer Gilbert-Smith, Jonathan Ingram, Paul Max and Alex White

MEMBERS ABSENT – Bill Judd and Jim Langehough

STAFF PRESENT
Brian Bykonen, Associate Planner and Code Enforcement Officer
Richard Hart, Community Development Director
Salina Lyons, Principal Planner
Greg Markley, Battalion Chief, Puget Sound Regional Fire Authority
Ann Mueller, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF MINUTES AND AGENDA

C1. Commissioner White moved and Commissioner Max seconded to approve the corrected May 18, 2017 minutes and meeting agenda for June 1, 2017. Motion carried 5-0.

CITIZEN COMMENTS - None

UNFINISHED BUSINESS - None

PUBLIC HEARING

1. Critical Area Ordinance Amendments

Vice Chair Dimmett called the Public Hearing to order.

Senior Planner, Ann Mueller gave a brief presentation and explained the need for a periodic update of the Covington Municipal Code (CMC) 18.65 Critical Area regulations and related code amendments. She provided a brief explanation on each of the attachments.
Vice Chair Dimmett asked how our regulations compared to Federal Regulations. Ms. Mueller responded that the proposed regulations are in line with federal requirements. Ms. Mueller added that she also consulted the Department of Ecology and incorporated their feedback which is consistent with Best Available Sciences (BAS).

Commissioner Ingram asked whether the city could be liable for granting a variance. Mr. Hart said that staff follows the requirements outlined in the state law. If a variance was granted, the city would not be held liable.

Commissioner Ingram asked about the signage requirements at the boundary for a critical area. Ms. Lyons said the city ensures that the required signage is in place as part of the process. A bond is collected and the site is monitored for 5 years. Staff verifies that the required signage is still in place prior to releasing the bond.

Vice Chair Dimmett closed the Public Hearing.

- After review and discussion of the proposed amendments and supporting information and findings of facts provided in the city’s staff reports on May 18, 2017 and tonight, Commissioner Ingram moved and Commissioner White seconded to recommend to the City Council, the adoption of the proposed amendments to the Covington Municipal Code (CMC) in substantial form as attached to the June 1, 2017 staff memo on this topic including:
  1. Repeal of CMC 13.37 Critical Area Recharge Areas.
  3. Repeal and Replace CMC 16.65 Critical Areas Regulations.

The motion carried 5 -0.

NEW BUSINESS

2. Discussion of Sign Code Amendments

Mr. Hart shared that an Open House regarding the sign code updates will be held on June 15, 2017. He provided background on the need for the sign code updates based on a Supreme Court Decision in 2015 and reviewed the provisions of the proposed code amendments.

Staff clarified the dawn to dusk provisions for temporary A-frame signs and how they do not apply to non-commercial message signs.
The Planning Commission asked about individuals standing in the right-of-way sign spinners, which are not addressed as a temporary sign. Staff indicated it is considered free speech in a public forum and not a sign.

Commissioner Ingram asked about political signs. Mr. Bykonen explained that the city is no longer able to consider the content of the signs, and that temporary signs are regulated by size, location and duration.

Vice Chair Dimmett asked about signage versus art. Mr. Hart responded that staff will respond to that issue when there is a complaint. Mr. Bykonen made the distinction between private art and public art. It is public art that is exempt from the sign code regulations.

Vice Chair Dimmett asked about the size of a standard American flag being 3’ x 5’. Mr. Bykonen found there is an exemption for display of a flag on a permanent pole or bracket, so there is no size limitation.

Commissioner Gilbert Smith asked about holiday decorations that exceed the size limitation. Mr. Bykonen indicated that staff would respond on complaint basis. Staff decided to provide limited guidelines on holiday signs.

3. Discussion of Fire Code Amendments

Ms. Lyons introduced Puget Sound Regional Fire Authority (PSRFA) Battalion Chief, Greg Markley. She summarized the services PSRFA provides the city. She reviewed the authority to collect the impact fees, the proposed rates, and how those fees can be spent.

Battalion Chief Greg Markley shared the background providing the capital needs of a community. The demand has grown in the need for emergency medical services. He reviewed the level of service deficiencies by region and explained how fire services measure success in response time. He explained how, due to lack of resources, they were unable to meet their service standards. There is currently no capacity for growth. He reviewed the needs identified in their Capital Facilities and Equipment Plan.

The Planning Commission expressed their support of collecting a Fire Impact Fee to provide high quality fire and life safety services to the citizens of Covington.

ATTENDANCE VOTE

- Commissioner Gilbert-Smith moved and Commissioner White seconded to approve the absence of Commissioner Langenhough and Chair Judd. The motion carried 5-0.
PUBLIC COMMENTS - None

COMMENTS AND COMMUNICATIONS FROM STAFF AND COMMISSIONERS - None

ADJOURN

The June 1, 2017, Planning Commission Meeting adjourned at 8:22p.m.

Respectfully submitted,

______________________________
Kelly Thompson, Planning Commission Secretary
Covington Sign Code Amendments

- Purpose: Balance Both Public & Private Interests

- Objectives Include:
  - Maintain City Council’s Vision for Community
  - Provide for Economic Well-Being of City
  - Maintain a Balance of Sign Aesthetics
  - Develop User-Friendly Code
Compliance with Supreme Court Decision

- **Reed v. Town of Gilbert, Arizona in June, 2015**
- Required “Content Neutrality” of Sign Message
- Must Recognize Free Speech Rights
- Allowed City Regulation of Time, Place, & Manner (Size, Height, and Number of Signs)
Additional Provisions of Intent & Purpose

- Commercial & Non-Commercial Messages Can be Regulated Differently
- Minimum Standards for Life, Health, Traffic, and Public Safety
- Control Design, Quality of Materials, & Illumination
- Enhance the Appearance of City’s Streetscape
Exemptions from Provisions of New Sign Code

- Signs Not Visible from Public ROW
- Any Form of Public Art
- Signs Required by Local, State, & Federal Law
- Government Signs for Protection of Health & Safety
Prohibited Signs

- Animated, Rotating, & Inflatable Signs
- Hazardous, Flashing, and Nuisance Signs
- Portable Signs on Wheels
- Abandoned Signs & Permanent Signs on Vacant Lots
- Signs Without Permits
Signs Exempted from Permits

- Changes to Face or Copy of Sign Message
- Normal Repair & Maintenance of Sign
- Some Temporary Signs
- Signs on Vehicles
**Temporary Signs on Residential Properties**

- Shall Only Display Non-Commercial Messages
- Allows Commercial Message for Home Occupations and Real Estate For Sale or Lease Signs
- No Restriction on Number of Signs
- Shall be Less Than 12 sq. ft. in Area, 6 sq. ft. Per Side
- Shall Not Cover More Than 20% of Building Façade or Exceed 50% of Window Area
**Temporary Signs on Commercial Properties**

- May Have Commercial or Non-Commercial Messages
- Prohibits Changing Images or Electronic Elements
- Allows One Banner per Tenant Space up to 32 sq. ft., But No Longer Than **120 Days** in Calendar Year
- Allows One Portable A-Frame Sign, 4 sq. ft. Per Side, Only Dawn to Dusk, 365 Days a Year
Temporary Signs on Commercial Properties

- Window Signs Shall Not Exceed 50% of Window Area
- One Additional Temporary Freestanding Real Estate Sign Allowed Per Street Frontage, up to 32 sq. ft.
- Temporary Signs, Except Window Signs, Require a Permit to Regulate Their Time Period
Temporary Signs in The ROW & Public Spaces

- Shall Be Behind the Curb and Outside of Medians, Roundabouts, or Traffic Islands
- Shall Be Outside of Sight-Distance Triangles and Not Attached to a Tree, Utility Pole, or Fence
- Limited to 6 sq. ft. in Area & 3 ft. in Height in the ROW
- No Limitation in Public Spaces When Placed by the City
- Exception for Banner Hanging Across Street ROW
Permanent Signs

- Either High, Medium, or Low Profile Classification Based upon Zoning District and Street Location
- Signs Shall be Monument Style, Not Pole Signs
- Signs Shall Meet Design Criteria for Materials, Color, Shape & Architectural Detail
- Must Have Landscaping Surrounding the Base
High, Medium & Low Profile Permanent Signs

- Maximum Height Varies from 5 to 12 ft., and 128 to 160 sq. ft. in Area Depending upon Site

- One Freestanding Sign Unless Street Frontage is at Least 750 Lineal Feet

- Also Allows Wall and Building Mounted Signs Based upon Street Frontage

- Also Allows Kiosk Sign for Additional Businesses, 6 ft. High and 15 sq. ft. in Area
Building Mounted Permanent Signs

- May Use Marquee, Awning, Wall-Mounted, Window, Projecting, or Electronic Changeable Copy Signs
- Shall Not Project Above Roofline of Building
- Area Limited to 15% of Exposed Building Face, Except 10% in Town Center Zone
- Number of Signs Varies from 2 to 5 Depending On Total Building Face Area
Non-Conforming Signs

- Legally Non-Conforming Signs May Continue Until Modified, Enlarged, or Relocated

- Any Prohibited Signs Under the New Code Shall Be Removed

- Any Damaged Sign Needing Repair May Be Repaired up to 50% of the Cost of Replacement
# Community Development Department
## Planning Commission Schedule & Agenda Items

### January - June 2017 (1st & 2nd Quarters)

<table>
<thead>
<tr>
<th>Commission Meeting</th>
<th>Commission Agenda Item</th>
<th>Agenda Item Type</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>January 5, 2017</td>
<td>• Meeting Cancelled</td>
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</table>
| January 19, 2017   | • Discuss and Recommend 2017 PC Work Program to City Council  
                     • Discuss and Recommend to City Council Resolution and Letter for Full Certification on Comp Plan to PSRC | Continued Business     | Richard & Salina       |
| February 2, 2017   | • Meeting Cancelled                                                                                                              |                        |                        |
| February 14, 2017  | **Council Study Session: 2017 Work Program**  
                     • Special Study Session: 6:00 PM on Proposed 2017 Planning Commission Work Program                                      | Study Session          | Commission, Council and Staff |
| February 16, 2017  | • Meeting Cancelled                                                                                                              |                        |                        |
| March 2, 2017      | • Discuss Lakepointe Village Rezoning, Boundary Line Adjustment & Development Agreement                                          | New Business           | Richard & Ann          |
| April 6, 2017      | • Meeting Cancelled                                                                                                              |                        |                        |
| April 20, 2017     | • Meeting Cancelled                                                                                                              |                        |                        |
| May 4, 2017        | • Meeting Cancelled                                                                                                              |                        |                        |
| May 18, 2017       | • Review Council Strategic Plan  
                     • Discussion of Critical Area Ordinance Amendments                                                                         | New Business           | Richard, Salina & Ann  |
| June 1, 2017       | • Discussion of Proposed Sign Code Amendments  
                     • Discuss Proposed Fire Impact Fees  
                     • Public Hearing on Critical Area Regulation Amendments                                                                     | Public Hearing New Business | Richard, Brian Salina & Ann |
| June 15, 2017      | **Special Meeting & Open House**  
                     • Open House on Interim Sign Code (6:00 PM)  
                     • Discuss Comments from Open House (7:00 PM)                                     | Open House & Continued Business | Richard, Salina & Brian |
### Planning Commission Schedule & Agenda Items

**July- December 2017 (3rd & 4th Quarters)**

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<th>Commission Meeting Date</th>
<th>Commission Agenda Topics</th>
<th>Agenda Type</th>
<th>Staff Needed</th>
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<td>July 6, 2017</td>
<td>• Discuss Proposed Park Impact Fees</td>
<td>Public Hearing</td>
<td>Richard, Brian</td>
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<td></td>
<td>• Public Hearing on Fire Impact Fees</td>
<td>New, Continued Business</td>
<td>Ann &amp; Salina</td>
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<td></td>
<td>• Discuss Changes to Sign Code Amendments</td>
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<td>Richard, Brian</td>
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<td>Ann &amp; Salina</td>
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<tr>
<td>July 20, 2017</td>
<td>• Discuss Final Changes to Sign Code Amendments</td>
<td>Continued Business</td>
<td>Richard, Brian</td>
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<td></td>
<td>• Discuss Proposed Park Impact Fees</td>
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<td>Salina &amp; Ann</td>
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<tr>
<td>August 3, 2017</td>
<td>• Public Hearing on Permanent Sign Code Amendments</td>
<td>Public Hearing</td>
<td>Richard, Brian</td>
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<td></td>
<td>• Public Hearing on Proposed Park Impact Fees</td>
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<td>Salina, &amp; Brian</td>
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<tr>
<td>August 17, 2017</td>
<td>• Final Recommendation on Park Impact Fees</td>
<td>Continued Business</td>
<td>Richard, Brian</td>
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<td></td>
<td>• Discuss Results of Public Hearing on Sign Code</td>
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<td>Salina, Brian &amp; Ann</td>
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<td></td>
<td>• Update on Progress of 2017 Work Program</td>
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<td>&amp; Ann, Salina on Leave</td>
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<td>September 21, 2017</td>
<td>• Undetermined</td>
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<td>Salina On Leave</td>
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<td>October 5, 2017</td>
<td>• Undetermined</td>
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<td>Richard on Vacation</td>
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<td>• Undetermined</td>
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<td>Salina Out</td>
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<td>October 19, 2017</td>
<td>• Undetermined</td>
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<td>Richard on Vacation</td>
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<td>Salina Out</td>
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<tr>
<td>November 2, 2017</td>
<td>• Discussion of Proposed 2018 Work Plan</td>
<td>New Business</td>
<td>Richard, Ann &amp; Brian</td>
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<td>Salina On Leave</td>
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<tr>
<td>November 16, 2017</td>
<td>• Election of Officers</td>
<td>Continued Business</td>
<td>Richard, Ann</td>
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<td>• Discussion of 2018 Work Plan</td>
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<td>Salina on Leave</td>
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<tr>
<td>December 7, 2017</td>
<td>• Final Discussion and Action on 2018 PC, Staff, &amp; Council Work Program</td>
<td>Continued Business</td>
<td>Richard, Ann</td>
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<td>Salina on Leave</td>
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<tr>
<td>December 21, 2017</td>
<td>• Meeting Cancelled: Holidays</td>
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### January 2018

| January 4, 2018 | • Undetermined |
| January 18, 2018 | • Undetermined |