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
UNFINISHED BUSINESS - 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 The code has also been cleaned up for out of date and inaccurate information and is now consistent with Title 13.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,

[Signature]
Kelly Thompson, Planning Commission Secretary