PLANNING COMMISSION AGENDA
December 17, 2015
6:30 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for November 19, 2015 (Attachment A)

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.

UNFINISHED BUSINESS – None

PUBLIC HEARING – None

NEW BUSINESS – Action Required

2. Discuss and Recommend to Council 2016 Community Development Staff and Planning Commission Work Program (Attachment B)

ATTENDANCE VOTE

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

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

ADJOURN
CALL TO ORDER
Chair Judd called the regular meeting of the Planning Commission to order at 6:32 p.m.

MEMBERS PRESENT
Bill Judd, Jim Langhough, Paul Max, Krista Bates and Alex White

MEMBERS ABSENT
Jennifer Gilbert-Smith and Chele Dimmett

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

APPROVAL OF CONSENT AGENDA

1. Commissioner White moved and Commissioner Bates seconded to approve the November 5, 2015 minutes and consent agenda. Motion carried 5-0.

CITIZEN COMMENTS

UNFINISHED BUSINESS

PUBLIC HEARING

2. Public Hearing, Discussion and Action on the 2015 Comprehensive Plan

Chair Judd opened the Public Hearing.

Community Development Director Richard Hart gave a brief overview of the public outreach efforts and background information of the Comprehensive Plan. He noted public comments received from two individuals had been distributed to the Planning Commission. The City Council will also hold a Public Hearing on January 12, 2016.
Cliff Page - 17230 SE 267th Place - He shared his concern that there are contaminants in the storm water runoff in the Burwood area into Soos Creek. He would like to see efforts to contain this.

Nicholas Skok - lives outside city limits. He would like to address light rail in the transportation element of the Comprehensive Plan. He also emailed comments that have been distributed to the Planning Commission. He feels that the needs of this area are underserved by mass transit and would like sound transit to have an open house in the community.

➢ Commissioner White moved and Vice-Chair Max seconded to recommend approval of the draft 2015 Comprehensive Plan Periodic Update to the City Council, insubstantial form. The motion carried 5-0.

Senior Planner Ann Mueller addressed Mr. Skok’s concerns regarding light rail. She explained that the City is not a part of the regional transit authority. The City Council passed by resolution to not be a part of the regional transit authority. Councilmember Mhoon sits on a regional transportation board. Mr. Hart shared the fact that the city recognizes the need, but Sound Transit will not hold an open house for us because we are not part of their organization. Covington works with Metro bus service. We are discussing bus rapid transit with other local cities. We have tried to expand and modify existing services to serve the community.

Vice Chair Max would like to see transit to Green River Community College.

The right-turn lane from SE 272nd onto Covington Way is in the 6 year Capital Improvement Program (CIP). The cost is $13,000,000 partly due to major environmental work. The City Council recognizes that turn lanes would move traffic better through the community. When projects are multi-million dollars, a city of this size cannot afford them. It is costing $12,000,000 to finish SE 272nd from Jenkins Creek to 184th. Mr. Hart explained how money can be raised for roadway improvements. The Transportation Benefit District (TBD) has been defeated by the voters twice. The City Council issued bonds to make major improvements to arterial roadways. We are paying off those bonds with sales tax revenue. When a project comes in and creates additional impact, fees are collected to mitigate the impact.

NEW BUSINESS - None
ATTENDANCE VOTE

- Commissioner Langehough moved and Commissioner White seconded to excuse the absence of Commissioner Gilbert-Smith and Commissioner Dimmett. Motion carried 5-0.

PUBLIC COMMENTS - None

COMMENTS AND COMMUNICATIONS FROM STAFF

Ms. Mueller shared that there is a study session on the Comprehensive Plan with the City Council next Tuesday, November 24, 2015 at 6:00 p.m. Annexation documents for the Hawk Subarea Plan have been submitted to county.

Mr. Hart mentioned the 184 page document that was submitted to the Planning Commission as public comment on the Comprehensive Plan Update and summarized the two points regarding environmental concerns and transparent public process. We have exceeded the minimum legal requirements trying to reach as many businesses as we could.

Chair Judd asked for a copy of the City’s Mission and Vision Statement.

ADJOURN

The November 19, 2015 Planning Commission Meeting adjourned at 7:15 p.m.

Respectfully submitted,

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Kelly Thompson, Planning Commission Secretary
<table>
<thead>
<tr>
<th>Work Program Item - 2016</th>
<th>Requirement Type</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMA Required 7-Year Comprehensive Plan Update - Adoption &amp; Implementation</td>
<td>State Legislature</td>
<td>100</td>
</tr>
<tr>
<td>Hawk Property Development Agreement, Annexation, and Clean-Up of Zoning Code References</td>
<td>Council/Private Developer</td>
<td>300*</td>
</tr>
<tr>
<td>Comprehensive Plan &amp; Development Code Regulation Amendment Annual Docket for 2016</td>
<td>State Legislature</td>
<td>300</td>
</tr>
<tr>
<td>Impact Fee Deferral Program</td>
<td>State Legislature</td>
<td>400</td>
</tr>
<tr>
<td>City Electronic Plan Review System</td>
<td>Council</td>
<td>200*</td>
</tr>
<tr>
<td>Critical Area/Wetland Monitoring System</td>
<td>Council/Staff</td>
<td>250*</td>
</tr>
<tr>
<td>Adoption of New Building Codes</td>
<td>State Legislature</td>
<td>50</td>
</tr>
<tr>
<td>Sign Code Changes for Civic, Government and Non-Profit Signs CMC 18.55 [Carry-over from 2015]</td>
<td>Council/Supreme Court</td>
<td>350</td>
</tr>
<tr>
<td>Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. with Planning Commission (CMC 18.30) [Carry-over from 2015]</td>
<td>Private/Master Builders</td>
<td>250</td>
</tr>
<tr>
<td>Park Impact Fee Code Changes [Carry-over from 2015]</td>
<td>Council</td>
<td>300</td>
</tr>
<tr>
<td>Critical Area Ordinance Revisions (CMC 18.65) FEMA &amp; Shoreline [Carry-over from 2015]</td>
<td>State Legislature</td>
<td>250*</td>
</tr>
<tr>
<td>Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2015]</td>
<td>Interjurisdictional/Kent RFA</td>
<td>200</td>
</tr>
<tr>
<td>Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18</td>
<td>State Legislature</td>
<td>350</td>
</tr>
<tr>
<td>Medical Marijuana, Collective Gardens &amp; Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations</td>
<td>State Legislature</td>
<td>100</td>
</tr>
<tr>
<td>Consider Zoning Code Amendments for Wind Turbines in Residential Zones</td>
<td>Council Member</td>
<td>100</td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED WORK HOURS FOR 2016 PROPOSED PROGRAMS: 3500
TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2016: 2900

**Work Program Notes**

**Available Staff Hours**

Available hours in 2016 for work program items with proposed staffing levels are approximately **2900 hours**. These **2900 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, 20% Principal Planner, 25% Associate Planner, 10% Building Official, and 5% Permit Center Coordinator. The remaining percentage of staff time is devoted to development services which is responsible for permitting, plan review, counter assistance, public inquires, code implementation and other administrative duties (copy, scan, forms, webpage etc.) directly related to general customer service and development review. In addition, the Director has other department administrative functions and responsibilities.
Although some of the proposed tasks are policy and development related programming, such as the impact fee deferral program and adoption of new building codes, the task is considered a long range action, and ultimately the hours to complete the task are deducted from development services fund activities. Further, most of the community development department staff are salaried employees, with the exception of the senior and associate planner, so there is limited, if any, opportunity for overtime.

**Attorney Review Hours**

Not included within the 3500 hours of proposed work tasks are city attorney review hours. Our proposed work plan has to be accounted for in the attorney’s work program hours. The availability of attorney review hours may affect the timeline for any public hearing, ordinance adoption and implementation, and in some cases change the overall priority due to other conflicting or higher citywide work task of the city attorney.

**Benchmark for Comparison**

The 2015 Planning Commission Work Program consisted of 12 work items with 3100 hours, and staff was only able to complete 6 items. The 2014 Planning Commission Work Program contained 9 work items with 2700 hours and only 7 were completed. The 50% completion rate in 2015 was due to various delays such as priority shifts, attorney availability, delays with consultants and reprogramming, larger project scope than anticipated, and limited staff availability due to an increase in development services permit activity.

**Work Plan Summary**

There are six carry-over items from 2015 into 2016. They include completion of the critical area ordinance revisions; continuation of the temporary sign code amendments; completion of the Parks Impact Fee Ordinance and code amendments; institution of a new Fire Impact Fee Ordinance; the Master Builders request to study reducing side yard setback requirements in residential zones; and developing code amendments for wind turbines in residential zones.

The Hawk Property development agreement and annexation application process (2nd item on the list) is an ongoing work task that is developer driven and, at the earliest, may be completed in the summer of 2016. This task requires substantial attorney time, which is captured by the developer; however, since it’s developer driven, it is hard to quantify the timing of the work.

Work tasks with an asterisk (*) indicate tasks that have been allotted funds in the 2016 budget to help with consultant time. These four tasks include: Impact Fee Deferral Program, City Electronic Plan Review System, Critical Area/Wetland Monitoring System, and Comprehensive Plan Implementation. The council allocated limited funds to these programs which will free up some staff hours. The hours reflected in the program tasks are reduced accordingly to account for consultant time; however, these funds are limited, and staff will still be required to manage the tasks (administration, review, and planning commission & city council actions). It seems logical that these four tasks should be on the final list of tasks to be accomplished.

**Prioritization**

The Planning Commission and City Council must carefully prioritize these proposed tasks to stay within the 2900 hours available for work, choose to delay some work tasks until 2017, or create additional resources to address the work program tasks. Additional resources may include allocating additional funds for consultants, requiring privately-initiated code changes to follow the code amendment process, which includes payment of fees by the private entity to capture the city’s costs for processing. If a private entity formally applies for a code amendment process and pays the required fees, it is guaranteed to be a work plan item.

Based on the availability of 2900 staff hours, approximately 11 or 12 of the 15 work tasks could be accomplished in 2016. Three or four would have to be delayed until 2017. We anticipate that staff time and Planning Commission responsibilities will fluctuate throughout the completion of these work items with efficiencies in some areas and additional work tasks in other areas based upon public input, and final scope of work for each task. Staff will provide a mid-year update on work program progress and percentage completion to the Planning Commission and City Council.