



**CITY OF COVINGTON  
SPECIAL MEETING AGENDA  
CITY COUNCIL JOINT STUDY SESSION WITH PLANNING COMMISSION**

Council Chambers – 16720 SE 271<sup>st</sup> Street, Suite 100, Covington  
[www.covingtonwa.gov](http://www.covingtonwa.gov)

**Tuesday, February 14, 2017 – 6:00 p.m.**

**GENERAL INFORMATION:**

*The study session is an informal meeting involving discussion between and among the City Council, Commissioners, and city staff regarding policy issues. Study sessions may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.*

**CALL CITY COUNCIL JOINT STUDY SESSION TO ORDER**

**APPROVAL OF AGENDA**

**ITEM(S) FOR DISCUSSION**

1. Proposed 2017 Planning Commission and Community Development Work Plan (Hart)

**ADJOURN**

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).

***\*Note\* A Regular Council meeting will follow at approximately 7:00 p.m.***

## Agenda Item 1

Covington City Council Study Session

Date: February 14, 2017

SUBJECT: JOINT MEETING WITH THE COVINGTON PLANNING COMMISSION TO DISCUSS THE PROPOSED 2017 PLANNING COMMISSION AND COMMUNITY DEVELOPMENT WORK PLAN

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENTS:

1. 2016 Adopted & End of Year Work Plan Overview.
2. Proposed 2017 Planning Commission and Community Development Department Proposed Work

PREPARED BY: Salina Lyons, Principal Planner

EXPLANATION:

At the beginning of each year, the Covington Planning Commission holds a joint study session with the city council to review and determine the work plan tasks for the planning commission and Community Development Department staff for the upcoming year.

The intent of the joint meeting tonight is to address the proposed planning commission and staff work tasks and priorities for 2017. The city council may reorder the priorities or add new tasks to the work plan throughout the year. However, with a finite number of work hours available, certain projects might have to be lowered in priority or additional staff resources might need to be made available if priorities are reordered or new task items are added.

**Attachment 1** The 2016 Planning Commission Work Program, adopted January 2016, consisted of 15 work items with an estimated 3500 hours of staff time.

Based on the 2016 year-end status (as of October 2016), 4 additional work plan items were added mid-year as indicated by #. Some work plan project scopes were expanded or split into two different work plan tasks, such as the Hawk Property Development Agreement, and some work plan items, although not completed in 2016, were allocated staff time.

In 2016, staff completed 10 work plan items which utilized a total of 1950 staff hours. Seven (7) additional work plan items which utilized 1210 staff hours, were worked on, but were not completed due to scope and priorities. Of the 2900 hours of staff time available, 3160 hours of staff time were spent on the 2016 work plan items. The overage of 260 hours of staff time were drawn from allocated time for development review (permit and project related functions). Staff also worked additional hours outside of their normal percentage allocation to complete a work plan items.

**Attachment 2**, is the proposed 2017 Planning Commission and Community Development Work Program. Staff and the planning commission took a different approach to prioritizing work plan

items for 2017. Given that the proposed list of tasks has grown to 4400 estimated hours of staff time, it was important to establish a ranking system. The final proposed work plan contains four prioritization categories: Mandatory, High, Medium, and Future, which are defined in the work plan notes. Tasks were assigned to each category, with Mandatory and High tasks filling the 2900 staff hours available for allocation. If the time estimations in those categories prove to be lower, time will be allocated tasks categorized as Medium priority. Future tasks remain on the list and will be evaluated with each subsequent yearly work plan based on the prioritization categories.

It is the intention of staff to keep the work plan within the 2900 staff hours available during 2017. If it is determined that additional tasks should be added to the Mandatory and High categories, then a task from one of the categories should be moved to a lower category, or staff will need to identify additional resources needed to complete the additional task and provide a request for funding such resources to the city council.

Staff is anticipating that additional work plan items could very well be added mid-year as a result of the council strategic planning process currently underway and scheduled for completion by June of this year. The strategic plan may identify additional tasks, not currently on the work plan, that will then need to be incorporated and prioritized accordingly. At that time, staff will provide the planning commission an updated 2017 work plan.

ALTERNATIVES:

1. Request additional information or input from staff or the Planning Commission.

FISCAL IMPACT:

No fiscal impact is expected beyond dollars already allocated within the 2017 Community Development Department budget.

CITY COUNCIL ACTION:     Ordinance     Resolution     Motion     Other

**ASK QUESTIONS OF STAFF AND THE COMMISSION.**

REVIEWED BY: City Manager, Finance Director, City Attorney

| Work Program Item – 2016 (as Prioritized by Council)                |   | Requirement Type              | Staff Hours |
|---|---|-------------------------------|-------------|
| 1.  | GMA Required 7-Year Comprehensive Plan Update -Adoption & Implementation [Completion of tasks from 2015]                                  | State Legislature             | 100         |
| 2.  | Hawk Property Development Agreement, Annexation, and Clean-Up of Zoning Code References   | Council/Private Developer     | 300*        |
| 3.  | Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2016 (Anticipating Pros Plan/Parks Updates) Annual Work Task | State Legislature             | 300         |
| 4.  | Impact Fee Deferral Program   | State Legislature             | 400         |
| 5.  | Adoption of New Building Codes  | State Legislature             | 50          |
| 6.  | Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline [Carry-over from 2015]   | State Legislature             | 250*        |
| 7.  | Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18               | State Legislature             | 350         |
| 8.  | Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations           | State Legislature             | 100         |
| 9.  | Sign Code Changes for Civic, Government and Non-Profit Signs CMC 18.55 [Carry-over from 2015]   | Council/ Supreme Court        | 350         |
| 10.   | City Electronic Plan Review System  | Council                       | 200*        |
| 11.   | Critical Area/Wetland Monitoring System   | Council/Staff                 | 250*        |
| 12.   | Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. with Planning Commission (CMC 18.30) [Carry-over from 2015]         | Private/Master Builders       | 250         |
| 13.   | Park Impact Fee Code Changes [Carry-over from 2015]   | Council                       | 300         |
| 14.   | Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2015]  | Interjurisdictional/ Kent RFA | 200         |
| 15.   | Consider Zoning Code Amendments for Wind Turbines in Residential Zones  | Council Member                | 100         |
| <b><u>TOTAL ESTIMATED WORK HOURS FOR 2016 PROPOSED PROGRAMS</u></b> |   |                               | <b>3500</b> |
| <b><u>TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2016</u></b>          |   |                               | <b>2900</b> |

Community Development Department & Planning Commission  
**Work Program Items for 2016- End of Year Status (as of 10/31/2016)**

(\*) Indicates Budget allocation

(#) Indicates work plan item not originally include (mid-year addition)

(\*\*) Indicates partial completion

(X/X) identifies difference in hours original estimated

| Rank                                  | Completed Work Plan Items 2016  | Requirement Type          | Staff Hours |
|---------------------------------------|---|---------------------------|-------------|
| 1.**                                  | GMA Required 7-Year Comprehensive Plan Update -Adoption & Implementation [Completion of tasks from 2015]                                  | State Legislature         | 100/250     |
| 2.**                                  | Hawk Property Annexation & Clean up Zoning Code References  | Council/Private Developer | 100         |
| 3.                                    | Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2016 (Anticipating Pros Plan/Parks Updates) Annual Work Task | State Legislature         | 300         |
| 4.                                    | Adopt Impact Fee Deferral Program   | State Legislature         | 400         |
| 5.                                    | Adoption of New Building Codes  | State Legislature         | 50          |
| 7.                                    | Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18               | State Legislature         | 350         |
| 8.                                    | Medical Marijuana, Collective Gardens & Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations           | State Legislature         | 100         |
| #                                     | Comprehensive Plan References Amendments (Title 14)   | Staff                     | 100         |
| #                                     | Motor Vehicle Parking Amendments (Title 8)  | Staff (CD/Police)         | 50          |
| #                                     | Stormwater NPDES Amendments (Title 13 & Design Standards)   | State Legislature         | 250         |
| <b>2016 Completed Work Plan items</b> |   |                           | <b>1950</b> |

| Rank                                | Ongoing Work Plan Item 2016   | Requirement Type          | Staff Hours |
|-------------------------------------|---|---------------------------|-------------|
| 2.                                  | Hawk Property Development Agreement, 204 <sup>th</sup> Ave SE & Stormwater discussions & Clean-Up of Zoning Code References | Council/Private Developer | 300*/500    |
| 6.                                  | Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline [Carry-over from 2015]                                       | State Legislature         | 250*/150    |
| 9.                                  | Sign Code Changes for Civic, Government and Non-Profit Signs CMC 18.55 [Carry-over from 2015]                               | Council/Supreme Court     | 350         |
| 10.                                 | City Electronic Plan Review System  | Council                   | 200*/120    |
| 11.                                 | Critical Area/Wetland Monitoring System   | Council/Staff             | 250*/40     |
| 13.                                 | Park Impact Fee Code Changes [Carry-over from 2015]   | Council                   | 300/30      |
| 14.                                 | Fire Impact Fee Changes Working with Kent Regional Fire Authority [Carry-over from 2015]                                    | Council/Kent RFA          | 200/20      |
| <b>2016 Ongoing Work Plan Items</b> |   |                           | <b>1210</b> |

| Rank                                    | Outstanding Work Plan Item 2016   | Requirement Type        | Staff Hours |
|---|---|-------------------------|-------------|
| 12.                                     | Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft. with Planning Commission (CMC 18.30) [Carry-over from 2015] | Private/Master Builders | 250/0       |
| 15.                                     | Consider Zoning Code Amendments for Wind Turbines in Residential Zones Staff evaluated/determined not viable in Covington         | Council Member          | 100         |
| <b>2016 Outstanding Work Plan Items</b> |   |                         | <b>0</b>    |

|  |  |  |             |
|--|--|--|-------------|
| <b>TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2016</b>                      |  |  | <b>2900</b> |
| <b>TOTAL ESTIMATED WORK HOURS FOR 2016 PROPOSED PROGRAMS (as of Oct)</b> |  |  | <b>3160</b> |

Community Development Department & Planning Commission

Work Program Items for 2017-

**ATTACHMENT 2**

(\*) Council Budget Allocation

(\*\*) Development Reimbursed staff time

(==) Indicates Staff Hour Threshold (2900 hrs.)

| Mandatory                        |  | Requirement Type                                 | Est. Staff Hours |
|----------------------------------|--|--|------------------|
| 1.                               | Final 7-Year Comprehensive Plan Update Final Certification from PSRC [Carry-over & Completion of Tasks from 2016]              | State Legislature<br>GMA Compliance<br>*\$5,000  | 200              |
| 2.                               | Comprehensive Plan & Development Code Regulation Amendment Annual Docket for 2017 (City Needed Policy and Code Updates)        | State Legislature<br>Annual Ongoing              | 300              |
| 3.                               | Critical Area Ordinance Revisions (CMC 18.65) FEMA & Shoreline Updates [Carry-over from 2016]                                  | State Legislature<br>GMA Compliance              | 150              |
| 4.                               | Update Traffic Concurrency Program (Title 12) & Transportation Impact Fee Calculation (Title 19) [Carry-over from 2016]        | State Legislative<br>GMA Compliance<br>*\$24,000 | 350              |
| 5.                               | Sign Code Amendments & Public Outreach Process for Compliance with Supreme Court Decision in Reed v. Town of Gilbert CMC 18.55 | Supreme Court                                    | 400              |
| <b>Mandatory Work Plan Hours</b> |  |  | <b>1400</b>      |

| High Priority                        |   | Requirement Type           | Est. Staff Hours |
|--------------------------------------|---|----------------------------|------------------|
| 6.                                   | Hawk Property Development Agreement Negotiations & Public Hearing Process (Cont.) [2016 Carry-over]   | Council/Private Developer  | 250 **           |
| 7.                                   | Hawk Property 204 <sup>th</sup> Ave SE Design & Stormwater Management discussions. Separate agreement for management & maintenance of infrastructure. | Council/Private Developer  | 200 **           |
| 8.                                   | Anticipated amendments to the Hawk Property Development Agreement/Planned Action EIS  | Council/Private Developer  | 300**            |
| 9.                                   | City Electronic Plan Review System Implementation [2016 Carry-over]   | Council<br>*\$4,200        | 100              |
| 10.                                  | Park Impact Fee & [Carry-over since 2015]   | Council/Parks              | 250              |
| 11.                                  | Park Design Code Amendments (CMC 18.35.150)/Related to Park Impact Fees.  | Council<br>Directive/Parks | 100              |
| 12.                                  | Fire Impact Fee Code Changes with Kent Regional Fire Authority [Carry-over since 2013]  | Council/ Kent RFA          | 250              |
| 13.                                  | Critical Area/Wetland Monitoring System [2016 Carry-over]   | Council/Staff<br>*\$16,000 | 150              |
| <b>High Priority Work Plan Hours</b> |   |                            | <b>1600</b>      |

|   |  |             |
|---|--|-------------|
| <b><u>TOTAL ESTIMATED WORK HOURS FOR 2017 PROPOSED PROGRAMS</u></b> |  | <b>3000</b> |
| <b><u>TOTAL ESTIMATED WORK HOUR AVAILABLE FOR 2017</u></b>          |  | <b>2900</b> |

**Work Plan Items above this line account for available staff hours in 2017. Additional work plans items will be prioritized accordingly within the available hours or staff will request additional resources.**

Community Development Department & Planning Commission  
**Work Program Items for 2017 – Cont.**

| Medium Priority                        |  | Requirement Type | Est. Staff Hours |
|--|--|------------------|------------------|
| 14.                                    | Update to Hearing Examiner's (HE) Rules & Procedures                     | Staff/HE         | 75               |
| 15.                                    | Sewer Code Amendments (Title 13)   | Staff/SCWSD      | 75               |
| 16.                                    | Update Landscaping Code & Street tree list (Title 18 & Street Standards) | Staff (CD/PW)    | 150              |
| 17.                                    | Update Franchise Agreement Codes (Title 12)                              | Staff (CD/PW)    | 100              |
| 18.                                    | Draft New Zoning Code Regulations on Food Trucks (Title 18)              | Staff (CD/ED)    | 150              |
| <b>Medium Priority Work Plan Hours</b> |  |                  | <b>550</b>       |

| Future Work Plan Items              |   | Requirement Type                                 | Est. Staff Hours |
|-------------------------------------|---|--|------------------|
| 19.                                 | Study sustainability strategies to implement Comp Plan policies (Code Amendments)   | Staff (CD/PW)                                    | 200              |
| 20.                                 | Clean-Up of Landmark & Historic District Code Provisions (CMC 18.75)<br>Clean-up of old KC code.  | Staff (CD)                                       | 150              |
| 21.                                 | Study Reducing Residential Side Yard Setbacks from 7.5 ft. to 5.0 ft., density calculations, and lot sizes (CMC 18.30 & Forms) [Carry-over since 2014]  | Master Builders Request/No Application submitted | 300              |
| 22.                                 | Increase Short Plat Yields from 4 to 9 units and SEPA Thresholds & SEPA exemptions for SFR from 9 to 30 units (Title 18 & Forms) <i>Note: the city updated the SEPA threshold to 9 units in 2014.</i> | Master Builders Request/No Application submitted | 200              |
| <b>Future Work Plan Items Hours</b> |   |  | <b>850</b>       |

|   |  |  |             |
|---|--|--|-------------|
| <b><u>TOTAL ESTIMATED WORK HOURS FOR 2017 MEDIUM AND FUTURE TASKS</u></b> |  |  | <b>1400</b> |
|---|--|--|-------------|

# **Community Development Department & Planning Commission**

## **2017 Work Program Notes**

### **Available Staff Hours**

Available hours in 2017 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% Sr. Permit Center Coordinator. The remaining percentage of staff time is devoted to normal work activities of the positions outside of the special projects listed on the Work Plan, such as permitting, plan review, counter assistance, public inquires, code implementation and other administrative duties directly related to general customer service and development review. In addition, the Director has other department administrative functions and 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 to this staff. While the work plan has been established through allocating the full 2900 hours of available staff time, it is important to note that additional new work plan tasks are assigned throughout the year. Further, the estimated staff hours are strictly an estimate and that 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.

### **2017 Work Plan Prioritization**

Work plans are not processed in a linear fashion, and often involve cross coordination with other department and input from the legal department. 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 will focus efforts to the Medium and Future prioritized tasks. Mandatory, High, Medium and Future prioritizations are defined as follows.

| <b>Prioritization Designation</b> | <b>Meaning</b>  |
|-----------------------------------|---|
| Mandatory                         | 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.  |
| High                              | 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.  |
| Medium                            | These tasks are seen as necessary to the long term operations related to development review, maintenance, and cross department processes, but could wait and be carried forward in a subsequent year. These are also the next set of task that staff will evaluate if time is made available.   |
| Future                            | 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 budgetary resources. |



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 2900 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 2017.

## **2017 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. In short, there are four carry-over work plan items from 2016 into 2017 and three items that have been on the list for more than two years. 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 2016 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.

### *Hawk Property/Lakepointe Development*

Hawk Property (Item 6,7 & 8) is unique in that the developer is responsible for reimbursing the city for staff 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 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 the city wide strategic plan.