



city of
covington
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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

February 18, 2016

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 December 17, 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 – No Action Required

2. Discuss Proposed Code Amendments to Title 14 Comprehensive Plan (Attachment B)
3. Discuss Proposed Code Amendments to Title 8 Motor Vehicles (Attachment C)
4. Discuss Status of New Development Projects in Covington (Attachment D)

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

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**CITY OF COVINGTON
Planning Commission Minutes**

December 17, 2015

City Hall Council Chambers

CALL TO ORDER

Chair Judd called the regular meeting of the Planning Commission to order at 6:35 p.m.

MEMBERS PRESENT

Chele Dimmett, Bill Judd, Paul Max, Krista Bates and Alex White

The record is noted to show that Councilmember Dimmett arrived at 6:55 pm.

MEMBERS ABSENT - Jennifer Gilbert-Smith and Jim Langehough

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. Vice-Chair Max moved and Commissioner Bates seconded to approve the November 19, 2015 minutes and agenda. Motion carried 4-0.**

CITIZEN COMMENTS

Patricia Akiyama, Master Builders Association - 335 116th Ave SE, Bellevue, WA 98004 – Ms. Akiyama provided background on the MBA and the members that make up the association. She requested that the Planning Commission consider revising the side yard setback code to allow more flexibility. Community Development Director, Richard Hart acknowledged that this was on the work plan in 2015 and was not able to be completed. The MBA requests the opportunity to continue discussion on the issue.

UNFINISHED BUSINESS - None

PUBLIC HEARING - None

NEW BUSINESS

2. Discuss and Recommend to Council 2016 Community Development Staff and Planning Commission Work Program

Mr. Hart gave the year end status report for 2015 Community Development Staff and Planning Commission Work Program. Staff was more conservative in the hours available to work on the work plan in 2016.

The Planning Commission discussed the priorities of the 2016 Work Program Items with staff. Based on State Legislature mandates, the Commission ranked those items as highest priorities. The Planning Commission prioritized the work plan items as:

- 1) Comprehensive Plan Update
 - 2) Hawk Property Development Agreement
 - 3) Comprehensive Plan and Development Code Regulation Amendment
 - 4) Impact Fee Deferral Program
 - 5) Adoption of New Building Codes
 - 6) Critical Area Ordinance Revisions
 - 7) Develop Consolidated Impact Fee Zoning Code Revisions from Comprehensive Plan Policies and SEPA Process Changes in Title 18
 - 8) Medical Marijuana, Collective Gardens and Dispensary Moratorium Extension/Code Changes for Permanent Marijuana Zoning Regulations
 - 9) Sign Code Changes for Civic, Government and Non-Profit Signs
 - 10) City Electronic Plan Review System
 - 11) Critical Area/Wetland Monitoring System
 - 12) Study Reducing Residential Side Yard Setbacks from 7.5' to 5.0' with Planning Commission
 - 13) Park Impact Fee Code Changes
 - 14) Fire Impact Fee Code Changes
 - 15) Consider Zoning Code Amendments for Wind Turbines in Residential Zones
- **Commissioner Dimmett moved and Vice-Chair Max seconded to recommend the City Council adopt the proposed Community Development Department and Planning Commission Work Program Items for 2016 as stated. Motion carried 5-0.**

ATTENDANCE VOTE

- **Commissioner White moved and Vice Chair Max seconded to excuse the absence of Commissioner Gilbert-Smith and Commissioner Langehough. Motion carried 5-0.**

PUBLIC COMMENTS - None

COMMENTS AND COMMUNICATIONS FROM STAFF

Senior Planner Ann Mueller shared that the annexation of the Hawk Property went through the King County Boundary Review Board without comment. It will go before the City Council on January 12, 2016.

Mr. Hart shared that there is a joint Planning Commission/City Council study session scheduled for January 12, 2016 at 6:00pm to discuss the 2016 work program.

An email received from local area resident, Mr. Skok has been distributed to the Planning Commission regarding public transportation.

The City has hired a new Parks and Recreation Director, Ethan Newton and he will begin on January 19, 2016. The city will be hosting a Short Course on Planning to be held on January 28, 2016.

ADJOURN

The December 17, 2015 Planning Commission Meeting adjourned 7:15 at p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

Proposed amendments to Covington Municipal Code Title 14

Title 14

Planning and Development

~~14.05 General Provisions (Deleting because this is covered in Chapter 16)~~

14.10 Definitions

14.15 Comprehensive Plan

14.25 Comprehensive Plan Amendments (Updating references to CTED only)

14.27 Development Regulations and Zoning Map Amendments (Updating references to CTED only)

14.30 Permit Decision Types

14.35 Permit Application Procedures

14.35 Public Notice

14.45 Appeal Procedures (No Changes Proposed)

14.60 Clearing and Grading Regulations (No Changes Proposed)

14.105 Financial Guarantees (No Change Proposed)

~~**14.05 General Provisions** (Deleting because this is covered in Chapter 16)~~

Sections:

~~14.05.010 Relationship to comprehensive plan and Growth Management Act.~~~~14.05.020 Catchline legality.~~~~14.05.030 Procedural conflicts.~~~~14.05.010 Relationship to comprehensive plan and Growth Management Act.~~~~The provisions of this chapter relating to zoning and development review are hereby enacted as a development regulation to be consistent with and implement the comprehensive plan in accordance with RCW 36.70A.120. (Ord. 41-02 § 2 (20.04.005))~~~~14.05.020 Catchline legality.~~~~Section captions as used in this division do not constitute any part of the law. (Ord. 41-02 § 2 (20.04.010))~~~~14.05.030 Procedural conflicts.~~~~In case of conflict, provisions of this division take precedence over procedures presently contained in CMC Titles 17 and 18. (Ord. 41-02 § 2 (20.04.030))~~**14.10 Definitions**

Unless, otherwise defined in this Title the definitions provided in Chapter 18.20 shall be applicable. Certain words and phrases used in this Title, unless otherwise clearly indicated by their context means as follows.

Proposed amendments to Covington Municipal Code Title 14

Sections:

- ~~14.10.005 Applicant.~~
- ~~14.10.010 Area zoning.~~
- ~~14.10.020 Benchmarks.~~
- 14.10.030 Comprehensive plan.
- 14.10.040 Council.
- 14.10.045 Default.
- ~~14.10.050 Department.~~
- 14.10.055 Development permits.
- 14.10.060 Development regulations.
- ~~14.10.070 Director.~~
- 14.10.080 Docket.
- ~~14.10.085 Environmental review.~~
- 14.10.090 Examiner.
- ~~14.10.095 Financial guarantee.~~
- ~~14.10.100 Functional plans.~~
- 14.10.102 Guarantor.
- 14.10.108 Permit fee.
- 14.10.110 Reclassification.
- 14.10.120 Site-specific comprehensive plan land use map amendment.
- 14.10.130 Subarea plan.

~~14.10.005 Applicant.~~

~~“Applicant” means the person or entity who is required to post the financial guarantee. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.040). Formerly 14.55.010)~~

~~14.10.010 Area zoning.~~

~~“Area zoning” as used in this division is synonymous with the terms of “rezoning or original zoning” and means procedures initiated by the City of Covington, which result in the adoption or amendment of zoning maps on an area-wide basis. This type of zoning is characterized by being comprehensive in nature, deals with distinct communities, specific geographic areas and other types of districts having unified interests within the City. Area zoning, unlike a reclassification, usually involves many separate properties under various ownerships and utilizes several of the zoning classifications available to express the City’s current comprehensive plan and subarea plan policies in zoning map form. (Ord. 41-02 § 2 (20.08.030))~~

14.10.020 Benchmarks.

Proposed amendments to Covington Municipal Code Title 14

~~“Benchmarks” means quantifiable measures used to monitor the outcomes of public policy. (Ord. 41-02 § 2 (20.08.035))~~

14.10.030 Comprehensive plan.

~~“Comprehensive plan” means the goals, policies and criteria approved by the City Council to meet the requirements of the Washington State Growth Management Act, and:~~

- ~~(1) As a beginning step in planning for the development of the City;~~
- ~~(2) As the means for coordinating City programs and services;~~
- ~~(3) As policy direction for official regulations and controls;~~
- ~~(4) As a means for confirming the King County urban/rural boundary;~~
- ~~(5) As a means of promoting the general welfare. (Ord. 41-02 § 2 (20.08.070))~~

14.10.040 Council.

~~“Council” means the City of Covington City Council. (Ord. 41-02 § 2 (20.08.090))~~

14.10.045 Default.

~~“Default” means the failure to:~~

- ~~(1) Comply with financial guarantee conditions;~~
- ~~(2) Complete, in the specified time, the required improvements in accordance with this code and with approved project plans and conditions. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.040). Formerly 14.55.020)~~

14.10.050 Department.

~~“Department” means either the Department of Community Development or the Department of Public Works, as specified herein. (Amended at request of department 2/08; Ord. 41-02 § 2 (20.08.100))~~

14.10.055 Development permits.

~~“Development permits” means all permits, reviews, and approvals administered by the Department including, but not limited to, right-of-way use permits, grading permits, building permits, fire code permits, subdivisions, short subdivisions, binding site plans, zoning permits, conditional use permits, boundary line adjustments, and environmental review and shoreline permits. (Ord. 20-07 § 66; Ord. 06-05 § 1; Ord. 23-04 § 3; Ord. 43-02 § 2 (27.04.010). Formerly 14.55.040)~~

14.10.060 Development regulations.

Proposed amendments to Covington Municipal Code Title 14

“Development regulations” means the controls placed on development or land use activities by the City including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, and subdivision ordinances together with any amendments thereto. A development regulation does not include a decision to approve a project permit application, as defined in RCW [36.70B.020](#), even though the decision may be expressed in an ordinance by the City. (Ord. 41-02 § 2 (20.08.105))

~~14.10.070 Director.~~

~~“Director” means either the Director of the Community Development Department or the Director of the Public Works Department, or his or her designee, as specified herein. (Amended at request of department 2/08; Ord. 41-02 § 2 (20.08.106))~~

14.10.080 Docket.

“Docket” (noun) means the list of suggested changes to the comprehensive plan or development regulations maintained by the Department. “Docket” (verb) means to record with the Department a suggested change to the comprehensive plan or development regulations. (Ord. 41-02 § 2 (20.08.107))

~~14.10.085 Environmental review.~~

~~“Environmental review” means all permits, reviews, and approvals administered pursuant to Chapter [16.10](#) CMC. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.04.028). Formerly 14.55.060)~~

14.10.090 Examiner.

“Examiner” means the Hearing Examiner as established by Chapter [2.25](#) CMC, as amended. (Ord. 01-09 § 10; Ord. 41-02 § 2 (20.08.120))

~~14.10.095 Financial guarantee.~~

~~“Financial guarantee” means a form of financial security posted to ensure timely and proper completion of improvements, to ensure compliance with the Covington Municipal Code, and/or to warranty materials, workmanship of improvements, and design. Financial guarantees include assignments of funds, cash deposits, and/or other forms of financial security acceptable to the Directors. For the purpose of this chapter, the terms “performance guarantee,” “maintenance guarantee” and “defect guarantee” are considered subcategories of financial guarantee. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.04.015). Formerly 14.55.070)~~

14.10.100 Functional plans.

“Functional plans” are detailed plans for facilities and services and action plans for other governmental activities. Functional plans should be consistent with the comprehensive plan, define service levels, provide standards, specify financing methods which are adequate, stable and equitable, be the basis for

Proposed amendments to Covington Municipal Code Title 14

scheduling facilities and services through capital improvement programs and plan for facility maintenance. Functional plans are not adopted to be part of the capital facilities plan element of the comprehensive plan. (Ord. 41-02 § 2 (20.08.132))

14.10.102 Guarantor.

“Guarantor” means a bank or other acceptable entity which issues the financial guarantee. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.04.020). Formerly 14.55.080)

14.10.108 Permit fee.

“Permit fee” means a payment of money imposed upon development as a condition of application for or approval of development to cover the costs of processing applications, inspecting and reviewing plans or other information required to be submitted for purpose of evaluation of an application, or inspecting or monitoring development activity. (Ord. 20-07 § 66; Ord. 43-02 § 2 (27.04.040). Formerly 14.55.100)

14.10.110 Reclassification.

“Reclassification” means a change in the zoning classification by procedures initiated by an individual or a group of individuals who, during the intervals between area zoning map adoptions, wishes to petition for a change in the zoning classification which currently applies to their individual properties. (Ord. 41-02 § 2 (20.08.160))

14.10.120 Site-specific comprehensive plan land use map amendment.

“Site-specific comprehensive plan land use map amendment” means an amendment to the comprehensive plan land use map which includes one property or a small group of specific properties. (Ord. 41-02 § 2 (20.08.170))

14.10.130 Subarea plan.

“Subarea plan” means detailed local land use plan which implements and is consistent with and may be incorporated in whole or part into an element of the comprehensive plan containing specific policies, guidelines and criteria adopted by the City Council to guide development and capital improvement decisions within specific subareas of the City. The subareas of the City will consist of distinct areas having unified interests or similar characteristics within the City. Subarea plans may include potential annexation area plans, neighborhood plans, and plans addressing multiple areas having common interests. ~~The relationship between the 2001 Comprehensive Plan and any subarea plans are established by CMC 14.15.020~~ (Ord. 41-02 § 2 (20.08.060))

Proposed amendments to Covington Municipal Code Title 14**14.15 Comprehensive Plan**

Sections:

- 14.15.010 Comprehensive plan adopted.
- ~~14.15.020 Relationship of comprehensive plan to previously adopted plans, policies, and land use regulations.~~
- ~~14.15.030 Zoning, potential zoning, property specific development standards, and special district overlays.~~
- ~~14.15.040 Park development policies.~~
- ~~14.15.050 Shoreline management master program.~~
- ~~14.15.060 Transportation plan.~~
- ~~14.15.070 Nonmotorized transportation plan.~~
- ~~14.15.080 Kent School District capital facilities plan.~~
- ~~14.15.090 Flood hazard reduction plan policies.~~
- 14.15.100 Potential annexation area process.

14.15.010 Comprehensive plan adopted.

Adopted pursuant to ~~Under the State Constitution and the Washington State Growth Management Act, Chapter 36.70A RCW, the 2001 Comprehensive Plan is adopted and declared to be the comprehensive plan for City until amended, repealed or superseded.~~ City of Covington comprehensive plan shall be the principal planning document for the orderly physical development of the City and shall be used to guide subarea plans, functional plans, provision of public facilities and services, review of annexations, development regulations and land development decisions. The City of Covington Comprehensive Plan, as may be amended, is on file with the City Clerk for public inspection. (Ord. 41-02 § 2 (20.12.010))

~~14.15.020 Relationship of comprehensive plan to previously adopted plans, policies, and land use regulations.~~

~~The 2001 Comprehensive Plan shall relate to previously adopted plans, policies and land use regulations as follows:~~

- ~~(1) Where conflicts exist between neighborhood, or other plans and the comprehensive plan, the comprehensive plan shall prevail;~~
- ~~(2) Pending or proposed subarea plans or plan revisions and amendments to adopted land use regulations, that are adopted on or after September 25, 2001, shall conform to all applicable policies and land use designations of the 2001 Comprehensive Plan;~~
- ~~(3) Vested applications for subdivisions, short subdivisions and conditional uses for which significant adverse environmental impacts have not been identified may rely on existing zoning to govern proposed uses and densities. Subdivisions, short subdivisions and conditional uses also may rely on specific facility improvement standards adopted by ordinance, including but not limited to street improvement, sewage disposal and water supply standards, that conflict with the comprehensive plan but shall be conditioned to conform to all applicable comprehensive plan policies on environmental protection, open space, design, site planning and adequacy of on-site and off-site public facilities and services, in cases where specific standards have not been adopted;~~

Proposed amendments to Covington Municipal Code Title 14

(4) Vested permit applications for proposed buildings and grading and applications for variances, when categorically exempt from the procedural requirements of the State Environmental Policy Act, may rely on existing zoning and specific facility improvement standards adopted by ordinance; and

(5) Nothing in this section shall limit authority to approve, deny or condition proposals in accordance with the State Environmental Policy Act. (Ord. 41-02 § 2 (20.12.015))

14.15.030 Zoning, potential zoning, property specific development standards, and special district overlays.

Zoning adopted pursuant to this section shall constitute official zoning for the City.

(1) Official zoning, including but not limited zoning with property specific development conditions, is depicted on the official zoning map, as maintained by the Department.

(2) Property specific development standards (p-suffix conditions) in effect or hereinafter adopted or amended shall be maintained by the Department in the property specific development conditions notebook.

(3) Special district overlays in effect or hereinafter adopted or amended shall be maintained by the Department in the special district overlay application maps notebook. (Ord. 41-02 § 2 (20.12.050))

14.15.040 Park development policies.

Park development policies are adopted and serve as a general basis for a park and recreation facility development, except that the comprehensive plan shall prevail where conflicts, if any, occur. (Ord. 41-02 § 2 (20.12.090))

14.15.050 Shoreline management master program.

The policies, objectives and goals of the shoreline management master program are adopted as an addendum to the comprehensive plan for the City. As an addendum to the comprehensive plan, such policy statement constitutes the official policy of the City regarding areas subject to shoreline management jurisdiction. (Ord. 41-02 § 2 (20.12.200))

14.15.060 Transportation plan.

(1) The transportation plan consists of the following elements:

(a) Element five — transportation consisting of the transportation related policies from the 2001 Comprehensive Plan.

(b) Any transportation priority process.

(c) The annual transportation needs report.

(d) Any implementation strategy report, as amended.

Proposed amendments to Covington Municipal Code Title 14

~~(2) The Council finds that the mitigated determination of nonsignificance is adequate to support adoption of the transportation element.~~

~~(3) The transportation plan is adopted as the functional plan implementing the transportation policies established by the comprehensive plan. As an amplification and augmentation of the comprehensive plan, it constitutes official City policy with regard to surface transportation issues.~~

~~(4) The transportation plan dealing with “transportation needs report” and “arterial functional classification” is subject to an annual review and update process preparatory to the capital improvement program budgeting process. Updates will incorporate additional functional plan elements, other local and regional transportation plans and studies, and other information available to Director of Public Works, and shall include public review and information in the annual review of the updates. The Department of Public Works shall provide an update report to the City Council on these elements before finalization of the roads capital improvement program budget identifying possible changes to the needs lists or arterial classifications, and why these changes are needed.~~

~~(5) The transportation plan shall be implemented through:~~

~~(a) Adoption of an annual six-year capital improvement program.~~

~~(b) Application of the road adequacy standards, CMC Title 12.~~

~~(c) Application of the mitigation payment system, Chapter 12.105 CMC.~~

~~(d) Mitigation of transportation impacts as required and authorized under the State Environmental Policy Act.~~

~~(e) Road maintenance and traffic operating improvements.~~

~~(f) Pursuit of additional funding sources at the local, State and Federal levels whenever possible.~~

~~(g) Participation in regional efforts to enhance transportation systems applicable to the City.~~

~~(h) Establishment of a system for reviewing proposed developments for their impacts on equestrian, pedestrian and bicycle traffic and requiring mitigation when adverse impacts will occur.~~

~~(i) Development of transportation system management techniques, zoning code changes, and road improvements to enhance the use of transit, increase vehicle occupancy and the development of alternate means of transportation.~~

~~(j) Coordination of plans, projects, programs and policies with other governments. (Amended at request of department 2/08; Ord. 41-02 § 2 (20.12.430))~~

14.15.070 Nonmotorized transportation plan.

~~(1) The nonmotorized transportation plan, contained in the comprehensive plan, is adopted as the nonmotorized transportation functional plan implementing related policies established in the adopted comprehensive plan, and constitutes an amplification and augmentation of official City policy with regard to transportation issues.~~

Proposed amendments to Covington Municipal Code Title 14

~~(2) The nonmotorized transportation plan shall be implemented through:~~

~~(a) Integration of nonmotorized projects into the annual transportation project priority process and the annual six-year capital improvement program.~~

~~(b) Updating the street standards.~~

~~(c) City road maintenance, operating revisions and improvements.~~

~~(d) Pursuit of additional public and private capital, maintenance and program funds at the local, regional, State and Federal level for nonmotorized improvements.~~

~~(e) Providing an overall guide for the coordination, development and implementation of the nonmotorized element of transportation system. (Ord. 41-02 § 2 (20.12.433))~~

~~14.15.080 Kent School District capital facilities plan.~~

~~The Kent School District No. 415 Capital Facilities Plan 2001-2002 to 2006-2007, dated April 2001, which shall be included as an attachment to the ordinance codified in this section and is incorporated herein by reference, is adopted as a subelement of the capital facilities element of the comprehensive plan. (Ord. 41-02 § 2 (20.12.467))~~

~~14.15.090 Flood hazard reduction plan policies.~~

~~The flood hazard reduction plan policies, Chapter 16.15 CMC, are adopted as operating principles to guide the City's flood hazard reduction programs and to meet the intent of the goals and policies of the comprehensive plan. As an amplification and augmentation of the comprehensive plan, the policies constitute official City policy with regard to flood hazard reduction and floodplain management in the City. (Ord. 41-02 § 2 (20.12.480))~~

14.15.100 Potential annexation area process.

The potential annexation area (PAA) process involves two separate determinations: the boundaries of the PAA's, and how services within those PAA's are to be provided. Negotiating these issues will assure that residents and community groups in the affected areas are given meaningful opportunities to participate in the negotiation process. Staff shall keep Council members apprised of public participation processes undertaken by the staff, and provide them with notice of any public meetings on PAA's well in advance of the meetings. Further, staff shall provide summaries of the processes it has used to achieve public participation in any transmittals of PAA agreements forwarded to the Council. (Ord. 41-02 § 2 (20.12.485))

14.25 Comprehensive Plan Amendments (Change reference CTED to Department of Commerce only)

Sections:

14.25.010 Purpose.

Proposed amendments to Covington Municipal Code Title 14

- 14.25.020 Applicability.
- 14.25.030 Annual amendment schedule.
- 14.25.040 Application and docketing procedures.
- 14.25.050 Preliminary review – Determination of final docket.
- 14.25.060 Selection and decision criteria.
- 14.25.070 Staff report – SEPA review – Public comment – Transmission to ~~CTED~~Department of Commerce.
- 14.25.080 Final review and action.

14.25.010 Purpose.

The City of Covington comprehensive plan is a document which guides the nature and intensity of development in the City. An amendment to the comprehensive plan is a mechanism by which the City may periodically modify its land use, development or growth policies. This chapter establishes the procedures and criteria for amending the comprehensive plan, including provision for early and continuous opportunities for public participation in the amendment process. Comprehensive plan amendments are legislative decisions made by the City Council, and include public notice and public hearing requirements. (Ord. 24-08 § 2 (Exh. 1))

14.25.020 Applicability.

(1) The procedures and criteria of this chapter shall apply to:

- (a) Proposed changes to the text of the comprehensive plan, including, but not limited to, goals, policies, objectives, principles, and standards;
- (b) Proposed area-wide changes to the comprehensive plan future land use map;
- (c) Proposed site-specific changes to the comprehensive plan future land use map;
- (d) Proposed changes to development regulations and the official zoning map that are necessitated by a proposed comprehensive plan.

(2) Proposed changes to development regulations and the official zoning map that are not necessitated by a proposed comprehensive plan amendment are subject to the amendment process set forth in Chapter 14.27 CMC. (Ord. 24-08 § 2 (Exh. 1))

14.25.030 Annual amendment schedule.

(1) Annual Amendment Cycle – Concurrent Consideration. The comprehensive plan may be amended no more than once per year pursuant to the State of Washington Growth Management Act. Any contemplated amendments shall be considered concurrently so the cumulative effect of the various proposals can be ascertained. Proposed amendments may be considered at separate meetings or hearings, so long as the final action taken considers the cumulative effect of all the proposed amendments to the plan.

Proposed amendments to Covington Municipal Code Title 14

(2) Exceptions to Annual Cycle. Amendments may be considered more frequently than once per year in any of the following circumstances:

(a) Resolution of an emergency condition or situation. Council shall confirm the Director's finding that such an emergency exists.

(b) Resolution of a decision by an administrative agency or court of competent jurisdiction.

(c) For any of the reasons specified in RCW 36.70A.130(2), as hereinafter amended.

(3) General Timeline. The annual amendment cycle shall consist of an application period of at least 60 days, a preliminary review period, and a final review period resulting in action by the City Council. The City shall establish a specific timeline and make that available to the public. (Ord. 24-08 § 2 (Exh. 1))

14.25.040 Application and docketing procedures.

(1) Who May Apply.

(a) Any person may apply for an area-wide map amendment or a text amendment to the comprehensive plan.

(b) A property owner or authorized agent of a property owner may apply for a site-specific amendment to the comprehensive plan.

(c) Any person or group may informally suggest a comprehensive plan amendment to the City Council and request their sponsorship for area-wide amendments. Agreement to sponsor such an amendment is at the discretion of the City Council.

(d) Amendment proposals submitted through the formal application process by private individuals or groups shall be deemed "privately initiated." Privately initiated proposals shall not include those sponsored by the City Council.

(e) The City Council, Planning Commission, or Community Development Director may initiate consideration of an amendment to the comprehensive plan and submit it during the designated time period for applications. Such proposals shall be deemed "City-initiated."

(2) Application. Each year the City shall designate a period of no less than 60 days during which it will officially accept applications for proposed comprehensive plan amendments. At least 30 days prior to that period, the City will make information on the comprehensive plan amendment process available to the public through a variety of media. The City shall establish additional application procedures and make those available to the public.

(3) Three-Year Limitation. A specific property, policy topic or land use issue shall not be the subject of a comprehensive plan amendment proposal initiated by the public and reviewed by the City more frequently than once every three years, measured by three annual amendment cycles. When new property is added to a previously submitted, substantially similar amendment proposal due to geographic expansion by the City, the following shall apply:

Proposed amendments to Covington Municipal Code Title 14

(a) If the original proposal was not selected for the final docket, the new proposal is not subject to the three-year limitation.

(b) If the original proposal was selected for the final docket, but was not adopted pursuant to final City Council review and action, the new proposal is subject to the three-year limitation.

(4) Fees. Applications submitted by private individuals or groups are subject to fees as set forth in the current fee resolution. Proposals for which an applicant pays a fee that are rejected in the initial review shall be subject to refund as set forth in the current fee resolution. Applicants may also be responsible for fees related to environmental analysis and review (SEPA process) if these are required by the nature of the amendment. No fees shall apply to City-initiated amendment proposals.

(5) Docketing. The City shall compile and maintain a list, known as a “docket,” of all City-initiated and privately initiated proposed comprehensive plan amendments. The list shall be organized as to amendment type and include a description of the amendment in nontechnical terms, as well as the name of the applicant and date of submission to the City. The preliminary docket shall be made available to the public for review and comment for at least 15 days prior to consideration by the Planning Commission. Written comments that are submitted by the end of the comment period shall be added to the preliminary docket. The final docket will be determined as described in CMC 14.25.050.

(Ord. 24-08 § 2 (Exh. 1))

14.25.050 Preliminary review – Determination of final docket.

(1) Staff Evaluation. The Community Development Director shall conduct a brief initial evaluation of all privately initiated proposed comprehensive plan amendments to ascertain whether the proposals meet the preliminary review criteria in CMC 14.25.060 and to assess the extent of review that would be required under the State Environmental Policy Act (SEPA). The Director shall make a recommendation to the Planning Commission as to which proposed amendments should be included in the final docket, along with any City-initiated proposed amendments.

(2) Joint Workshop. During each annual amendment cycle, the City Council and Planning Commission may, at the City Council’s discretion, hold a noticed joint workshop to serve as an informational meeting between the two governmental bodies.

(3) Planning Commission Hearing. The Planning Commission shall hold a noticed public hearing on selection of proposed amendments for the final docket.

(4) City Council Decision. The City Council shall consider the Planning Commission’s recommended final docket. Council may adopt the proposed final docket without a public hearing; however, in the event that a majority of the Council decides to add or subtract amendments, it shall first hold a public hearing. No additional amendments may be considered after Council adoption of the docket for that year, except as provided in CMC 14.25.030(2). (Ord. 24-08 § 2 (Exh. 1))

14.25.060 Selection and decision criteria.

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Considering that the comprehensive plan was developed after significant study and public participation, the principles, goals, objectives, and policies contained therein shall be granted substantial weight when considering any proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant. The City Council's approval, modification, deferral, or denial of an amendment proposal shall be based on the following criteria:

(1) Proposed amendments that meet one of the following criteria may be included in the final docket:

(a) If the proposed amendment is site specific, the subject property is suitable for development in general conformance with adjacent land use and the surrounding development pattern, and with zoning standards under the potential zoning classifications.

(b) State law requires or a decision of a court or administrative agency has directed such a change.

(c) There exists an obvious technical error in the pertinent comprehensive plan provision.

(2) Proposed amendments that do not meet one of the criteria in subsection (1) of this section shall meet all of the following criteria:

(a) The amendment represents a matter appropriately addressed through the comprehensive plan, and the proposed amendment demonstrates a public benefit and enhances the public health, safety and welfare of the City.

(b) The amendment is in compliance with the three-year limitation rules as specified in CMC 14.25.040(3).

(c) The amendment does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the City Council.

(d) The proposed amendment addresses significantly changed conditions since the last time the pertinent comprehensive plan map or text was amended. "Significantly changed conditions" are those resulting from unanticipated consequences of an adopted policy, or changed conditions on the subject property or its surrounding area, or changes related to the pertinent comprehensive plan map or text, where such change has implications of a magnitude that need to be addressed for the comprehensive plan to function as an integrated whole.

(e) The proposed amendment is consistent with the comprehensive plan and other goals and policies of the City, the Countywide planning policies, the Growth Management Act, other State or Federal law, and the Washington Administrative Code and other applicable law. (Ord. 24-08 § 2 (Exh. 1))

14.25.070 Staff report – SEPA review – Public comment – Transmission to ~~CTED~~ Department of Commerce.

Following the City Council's adoption of the comprehensive plan amendment final docket, the Community Development Department shall complete the following:

(1) Staff Report. The Director shall prepare a staff report on the proposed amendments to be presented to the Planning Commission for final review and recommendation. The staff report should contain:

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- (a) Findings of fact;
 - (b) An evaluation as to how the amendments meet the prescribed criteria;
 - (c) A summary of public comment on the amendments;
 - (d) A description of any alternatives or proposed changes to the amendments; and
 - (e) Any development regulations or zoning map amendments prepared in order to implement the amendments.
- (2) SEPA Review. The Director or SEPA official shall review the proposed amendments and determine if there is a need for a SEPA checklist and SEPA determination. Applicants will be notified if a SEPA review is required and will be responsible for any fees associated with SEPA analysis.
- (3) Public Participation. The City shall provide notice and opportunity for public comment, as deemed appropriate given the nature of the proposed amendments and consistent with RCW 36.70A.140, as hereinafter amended.
- (4) Transmission to ~~CTED~~ Department of Commerce. The Director shall transmit the proposed amendments to the Department of Commerce ~~Community, Trade and Economic Development~~ at least 60 days prior to the expected date of final City Council action on the proposed amendment as consistent with Chapter 36.70A RCW, as hereinafter amended. (Ord. 24-08 § 2 (Exh. 1))

14.25.080 Final review and action.

- (1) Planning Commission Hearing and Recommendation. All proposed amendments on the final docket shall first be considered by the Planning Commission, which shall make a recommendation to the City Council after holding at least one open record public hearing.
- (2) City Council Action. The City Council shall consider the comprehensive plan amendments as recommended by the Planning Commission using the criteria established in CMC 14.25.060. If there are substantial changes to the proposed amendment after the public hearing by the Planning Commission, a second public hearing before City Council is required. If there are not substantial changes, City Council may choose whether or not to hold another public hearing. The City shall transmit a copy of the comprehensive plan and development regulation amendments to ~~CTED~~ Department of Commerce within 10 days of the City Council's final adoption. (Ord. 24-08 § 2 (Exh. 1))

14.27 Development Regulations and Zoning Map Amendments (Change CTED reference to Department of Commerce)

Sections:

- 14.27.010 Purpose.
- 14.27.020 Applicability.
- 14.27.030 Application procedures.
- 14.27.040 Decision criteria.

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14.27.050 Staff report – SEPA review – Public participation – Transmission to ~~CTED~~Department of Commerce.

14.27.060 Planning Commission review.

14.27.070 City Council action.

14.27.080 Minor corrections exempt.

14.27.010 Purpose.

This chapter establishes the procedures and criteria for amending the text and tables of the City's development regulations and the City's official zoning map. (Ord. 25-08 § 1 (Exh. 1))

14.27.020 Applicability.

The procedures and criteria of this chapter shall apply to:

- (1) Amendments to the text and tables of the City's development regulations, as set forth in the Covington Municipal Code, which are not in conjunction with a comprehensive plan amendment.
- (2) Amendments to the City's official zoning map that are not in conjunction with a comprehensive plan amendment. Rezones do not include amendments to designations on the City's future land use map, which are comprehensive plan amendments subject to the provisions of Chapter 14.25 CMC. (Ord. 25-08 § 1 (Exh. 1))

14.27.030 Application procedures.

(1) Who May Initiate.

(a) Privately Initiated. Any person or group may request a development regulation amendment or area-wide zoning map amendment. Only a property owner or authorized agency of a property owner may request a site-specific zoning map amendment. Such requests are subject to the formal application process set forth in this section.

(b) City-Initiated. The City Council, and any City commission, department, or staff member, may initiate a development regulation, or area-wide or site-specific zoning map amendment. Such proposed amendments are not subject to the formal application process or fees set forth in this section.

(c) Any person or group may informally suggest a development regulation or zoning map amendment to the City Council and request their sponsorship for the amendment. Agreement to sponsor such an amendment is at the discretion of the City Council.

(2) Application. Applicants may propose amendments by submitting such requests on forms prescribed by the City. The City shall establish specific application procedures and make those available to the public. No amendment proposal shall be processed until the Community Development Director determines that the information necessary to review and decide upon the amendment is complete.

(3) Three-Year Limitation. A specific property, policy topic or land use issue shall not be the subject of a privately initiated amendment proposal and reviewed by the City more frequently than once every three years.

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(4) Fees. Applications submitted by private individuals or groups are subject to application and processing fees as set forth in the current fee resolution. Applicants may also be responsible for fees related to environmental analysis and review (SEPA process) if these are required by the nature of the amendment. No fees shall apply to City-initiated amendment proposals. (Ord. 25-08 § 1 (Exh. 1))

14.27.040 Decision criteria.

The City Council's approval, modification, deferral, or denial of an amendment proposal shall be based on the following criteria:

- (1) The proposed amendment is consistent with the goals, objectives, and policies of the comprehensive plan;
- (2) The proposed amendment is consistent with the scope and purpose of the City's zoning ordinances and the description and purpose of the zone classification applied for;
- (3) Circumstances have changed substantially since the establishment of the current zoning map or district to warrant the proposed amendment;
- (4) The proposed zoning is consistent and compatible with the uses and zoning of surrounding property;
- (5) The property that is the subject of the amendment is suited for the uses allowed in the proposed zoning classification;
- (6) The amendment is in compliance with the three-year limitation rule as specified in CMC 14.27.030(3); and
- (7) Adequate public services could be made available to serve the full range of proposed uses in that zone. (Ord. 25-08 § 1 (Exh. 1))

14.27.050 Staff report – SEPA review – Public participation – Transmission to ~~CTED~~ Department of Commerce.

The Community Development Director shall review all applications to determine whether the information necessary to review and decide upon an amendment application is complete. The Director may reject any complete application that is clearly inconsistent with the City's comprehensive plan, and will notify the applicant of the decision in writing. For those privately initiated applications that are complete and appear to be consistent with the City's comprehensive plan, and for any City-initiated amendment proposals, the Director shall complete the following:

- (1) Staff Report. The Director shall prepare a staff report on the proposed amendment to be presented to the Planning Commission for review and recommendation. The staff report should contain:
 - (a) Findings of fact;
 - (b) An evaluation as to how the amendment meets the prescribed criteria;
 - (c) A summary of public comment on the amendment; and
 - (d) A description of any alternatives or proposed changes to the amendment;

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(2) SEPA Review. The Director or SEPA official shall conduct a SEPA review and notify applicants as to the need for a SEPA checklist and environmental impact statement. Applicants will be responsible for any fees associated with SEPA analysis;

(3) Public Participation. The City shall provide notice and opportunity for public comment, as deemed appropriate given the nature of the proposed amendment; and

(4) Transmission to ~~CTED~~ Department of Commerce. The Director shall transmit the proposed amendment to the Department of Commerce ~~Community, Trade and Economic Development~~ at least 60 days prior to the expected date of final City Council action on the proposed amendment. (Ord. 25-08 § 1 (Exh. 1))

14.27.060 Planning Commission review.

The Planning Commission shall hold a noticed public hearing on proposed amendments and make a recommendation to the City Council as to whether each proposed amendment meets the criteria in CMC 14.27.040. (Ord. 25-08 § 1 (Exh. 1))

14.27.070 City Council action.

The City Council shall consider the Planning Commission's recommendation, and may hold an additional hearing on the amendments at its discretion. The City Council's approval, modification, deferral, or denial of an amendment proposal shall be based on the criteria set forth in CMC 14.27.040. The City shall transmit a copy of the development regulation or zoning map amendments to ~~CTED~~ Department of Commerce within 10 days of the City Council's final adoption. (Ord. 25-08 § 1 (Exh. 1))

14.27.080 Minor corrections exempt.

An amendment that does not result in any substantive change to the content or meaning of a development regulation, such as a correction to punctuation or numbering or a typographical or technical error, shall be exempt from the notice and hearing requirements of this chapter. In such cases, the Director may make a recommendation directly to the City Council. (Ord. 25-08 § 1 (Exh. 1))

14.30 Permit Decision Types

Sections:

- 14.30.010 Purpose.**
- 14.30.020 Classification of permit decision types.**
- 14.30.030 Determination of proper decision type.**
- 14.30.040 Decision types.**
- 14.30.050 Requirements by decision type.**
- 14.30.060 Legislative decisions.**
- 14.30.070 Administrative interpretations.**

14.30.010 Purpose.

The purpose of Chapters [14.30](#), [14.35](#), [14.40](#) and [14.45](#) CMC is to establish standard procedures for land use permit applications, public notice, hearings and appeals in the City. These procedures are designed to promote timely and informed public participation in discretionary land use decisions; eliminate

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redundancy in the application, permit review, hearing and appeal processes; provide for uniformity in public notice procedures; minimize delay and expense; and result in development approvals that implement the policies of the comprehensive plan. These procedures also provide for an integrated and consolidated land use permit and environmental review process. (Ord. 02-09 § 2)

14.30.020 Classification of permit decision types.

Decisions on permit applications shall be classified as either Type 1, 2, 3 or 4, based on the amount of discretion associated with each decision. Procedures for the four different types are distinguished according to who makes the decision, whether public notice is required, whether a public hearing is required before a decision is made, and whether an administrative appeal process is provided. The types of decisions are set forth in CMC [14.30.040](#) and the requirements for each type are set forth in CMC [14.30.050](#). (Ord. 02-09 § 2)

14.30.030 Determination of proper decision type.

(1) Determination by Director. The Director shall determine the proper procedure for all permit applications. If there is a question as to the appropriate type of process, the Director shall resolve it in favor of the higher type number.

(2) Optional Consolidated Permit Processing. An application that involves two or more procedures may be processed collectively under the highest numbered procedure required for any part of the application or processed individually under each of the procedures identified by the code. The applicant may determine whether the application shall be processed collectively or individually. If the application is processed under the individual procedures option, the highest numbered type procedure must be processed prior to the subsequent lower numbered procedure. If the individual procedure option is chosen, the applicant will be eligible for any fee reduction contained in the current fee resolution.

(3) SEPA Review. SEPA review shall be conducted concurrently with development project review. The following are exempt from concurrent review:

(a) Projects categorically exempt from SEPA; and

(b) Components of previously completed planned actions, to the extent permitted by law and consistent with the EIS for the planned action.

(4) Decisionmaker(s). Applications processed in accordance with subsection (2) of this section which have the same highest numbered procedure but are assigned different hearing bodies shall be heard collectively by the highest decisionmaker(s). The City Council is the highest, followed by the Hearing Examiner or Planning Commission, as applicable, and then the Director.

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(5) Hearings. Permits are allowed only one open record hearing and one closed record appeal hearing, except for the appeal of a determination of significance. (Ord. 02-09 § 2)

14.30.040 Decision types.1

Type 1	Type 2	Type 3	Type 4
Building Permit (15.05)	Short Plat (Including Revisions and Alterations) (17.20)	Preliminary Plat (17.20)	Final Subdivision ⁴
Grading Permit (14.60)	Design and Construction Standards Variance (12.60)	Plat Alterations (17.25)	(17.25)
Boundary Line Adjustment (17.40)	Clearing and Grading Design Variance (14.60)	(17.25)	Shoreline Environment
Right-of-Way Use Permit (12.35)	Design Departure from the City of Covington Design Guidelines and Standards (18.31)	Preliminary Plat Revisions (17.20)	Redesignations (16.05)
Design and Construction Standards Deviation (12.60)	Downtown Permitted Use Determination (18.31)	Zoning Variance (18.125)	Plat or Short Plat Vacations (17.25)
Clearing and Grading Design Deviation (14.60)	Temporary Use (18.85)	Conditional Use Permits (18.125)	Street Vacations (12.55)
Shoreline Exemption Code Interpretation (16.05)	Shoreline Substantial Development Permit ² (16.05)	New Wireless Communication Facility Towers and Height Modifications (18.70)	
Miscellaneous Administrative Decisions	SEPA Threshold Determination ³		
	Commercial Site Development Permit (18.31 and a rel="cgi/extract.pl?page=Covington18/Covington18110.html&anchor=18.110" href="#">18.31)		
	Re-use of Facilities (18.85)		
	Critical Areas Reasonable Use Exceptions (18.65)		
	Binding Site Plan (17.30)		
	Major Tree Removal (18.45)		
	Stormwater Manuals Variance (13.25)		
	Wireless Communication Facilities Collocations (18.70)		

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Minor Tree Removal (18.45) WCF Collocation on a Transmission Structure or WCF Tower (18.70)			
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¹ If a conflict between this chart and the text of the CMC exists, the text of the CMC controls.

² When applications for shoreline permits are combined with other permits requiring Type 3 or 4 land use decisions, the Examiner, not the Director, makes the decision. All shoreline permits, including shoreline variances and conditional uses, are appealable to the State Shorelines Hearings Board and not to the Hearing Examiner.

³ Appeal to Examiner is limited to the SEPA threshold determination. The decision on the Type 1 permit itself is appealable to Superior Court.

⁴ Final subdivisions are submitted directly to the City Council for final decision without a recommendation by the Hearing Examiner.

(Ord. 08-13 § 3 (Exh. A); Ord. 06-13 § 2 (Exh. A); Ord. 09-12 § 2 (Exh. B); Ord. 10-10 § 3 (Exh. C); Ord. 13-09 § 17; Ord. 02-09 § 2)

14.30.050 Requirements by decision type.1

	Type 1	Type 2	Type 3	Type 4
Recommendation made by:	n/a	n/a	Director	Hearing Examiner
Final decision made by:	Director	Director	Hearing Examiner	City Council
Notice of permit application:	No	Yes	Yes	Yes
Notice of final decision:	No	Yes	Yes	Yes

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Open record public hearing:	No	No	Yes, before the Hearing Examiner	Yes, before the Hearing Examiner
Closed record appeal hearing:	No	Yes, before the Hearing Examiner	No	No
Judicial appeal:	King County Superior Court	King County Superior Court	King County Superior Court	King County Superior Court

¹ If a conflict between this chart and the text of the CMC exists, the text of the CMC controls.

(Ord. 02-09 § 2)

14.30.060 Legislative ~~decisions~~ Actions.

Legislative actions involve the creation, amendment or implementation of policy or law by ordinance. In contrast to the other types of actions, legislative actions apply to large geographic areas and are of interest to many property owners and citizens. Legislative actions are only taken after an open record hearing

(1) Decisions. The following decisions are legislative, and are not subject to the procedures in this chapter, unless otherwise specified:

- (a) Zoning code amendments;
- (b) Adoption of development regulations and amendments;
- (c) Zoning map amendments;
- (d) Adoption of the comprehensive plan and any plan amendments; and
- (e) Annexations.

(2) Planning Commission. The Planning Commission shall hold a public hearing and make recommendations to the City Council on the decisions listed in subsection (1) of this section.

(3) City Council. The City Council may hold a public hearing on the decisions listed in subsection (1) of this section prior to passage of an ordinance or entry of a decision.

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(4) Public Notice. Notice of the public hearing or public meeting shall be provided to the public as set forth in Chapter 14.40 CMC (Ord. 02-09 § 2) at least 14 days prior to the hearing by publishing as provided in CMC 14.40.040(2).

In addition to the publishing and posting notice at City Hall, the City shall mail notice of the public hearing to the applicant, relevant agencies, and other interested parties who have requested in writing to be notified of the hearing at least 14 days prior to the hearing. If the legislative action is for site-specific zoning reclassification or comprehensive plan amendment, posting and mailing notice of the public hearing shall occur consistent with CMC 14.40.040(1) and (3). Furthermore, the city may elect to provide Optional Notice as provided in CMC 14.40.050.

(5) Appeals. The action of the City Council on a legislative decision may be appealed together with any SEPA Threshold Determination by filing a petition with the Growth Management Hearings Board pursuant to the requirements set forth in RCW 36.70A.290. The petition must be filed within the 60-day time period set forth in RCW 36.70A.290(2).

14.30.070 Administrative interpretations.

Unless otherwise specified and except for other agencies with authority to implement specific provisions of this chapter, the Director is delegated the authority to issue official interpretations of all development regulations. Requests for an official interpretation must be submitted in writing and be accompanied by the required fee as set forth in the City's current fee resolution. (Ord. 02-09 § 2)

14.35 Permit Application Procedures (No Change Proposed)

Sections:

- 14.35.010 Preapplication conference.**
- 14.35.020 Permit application – Conformance with submittal requirements.**
- 14.35.030 Application completeness.**
- 14.35.040 Notice of application.**
- 14.35.050 Timing of final decision.**
- 14.35.060 Contents of Type 1 and Type 2 decisions.**
- 14.35.070 Notice of final decision.**
- 14.35.080 Limitations on refiling of applications.**
- 14.35.090 Limitation on number of applications.**

14.35.010 Preapplication conference.

(1) Prior to filing a permit application for a Type 2, Type 3 or Type 4 decision, the applicant shall contact the Department to schedule a preapplication conference, which shall be held prior to the applicant filing the application.

(2) The purpose of the preapplication conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. The preapplication conference

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shall be scheduled by the Department, upon the request of an applicant, and shall be held in a timely manner, within 30 days from the date of the applicant's request. Nothing in this section shall be interpreted to require more than one preapplication conference or to prohibit the applicant from filing an application if the Department is unable to schedule a preapplication conference within 30 days following the applicant's request.

(3) The Director shall establish procedures, reasonable schedules, and staff participation for preapplication conferences.

(4) An applicant wishing to submit a permit application more than 180 days following a preapplication for the same permit application shall be required to schedule another preapplication conference.

(5) The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a preapplication conference to be an exhaustive review of all potential issues. (Ord. 02-09 § 3)

14.35.020 Permit application – Conformance with submittal requirements.

The Department shall not commence review of any application set forth in this chapter until the applicant has submitted the materials specified for complete applications along with the required fees as set forth in the current fee resolution. Applications for land use permits requiring Type 1, 2, 3 or 4 decisions shall be considered complete as of the date of submittal upon determination by the Department that the materials submitted meet the requirements of this section. The Director may eliminate certain submittal requirements where not prohibited by law and where deemed necessary.

(1) Except as provided in subsection (2) of this section, all permit applications described in CMC [14.30.040](#) shall include the following:

- (a) The appropriate application form provided by the Department and completed by the applicant;
- (b) A certificate of sewer availability from the applicable sewer purveyor or site percolation data with preliminary approval by the Seattle-King County Health Department;
- (c) A current certificate of water availability from the applicable water purveyor, or the Seattle-King County Health Department if for a private water system;
- (d) A fire district receipt pursuant to CMC Title [15](#);

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- (e) A site plan, prepared in a form prescribed by the Director and further outlined in Chapter 10 of the Design and Construction Standards, adopted by Chapter [12.60](#) CMC;
- (f) Proof that the lot or lots to be developed are recognized as a lot under this title;
- (g) Location of critical areas and associated buffers within 50 feet of the site or a critical areas affidavit identifying that no critical area or associated buffers exist on or are adjacent to the site;
- (h) A completed environmental checklist, if applicable per Chapter [16.10](#) CMC;
- (i) Payment of any development permit review fees as set forth in the current fee resolution;
- (j) A list of any permits or decisions applicable to the development proposal that have been obtained prior to filing the application or that are pending before the City or any other governmental entity;
- (k) Certificate of transportation concurrency from the Department of Community Development, if required by Chapter [12.100](#) CMC;
- (l) A determination if drainage review applies to the project pursuant to Chapter [13.25](#) CMC, and, if applicable, all drainage plans and documentation required by the stormwater manuals adopted pursuant to Chapter [13.25](#) CMC;
- (m) Current Assessor's maps and a list of tax parcels to which public notice must be given as provided in this chapter, for land use permits requiring a Type 2, 3 or 4 decision;
- (n) Legal description of the site;
- (o) Variances obtained or required under CMC Title [18](#) to the extent known at the date of application;
- (p) Design deviations and design variance from the Construction and Design Standards, adopted in Chapter [12.60](#) CMC, to the extent known at the date of application;
- (q) For site development permits only, a phasing plan and a time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within three years; and
- (r) Additional complete application requirements for the following land use permits are set forth in the following sections of the CMC:

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- (i) Grading permits, Chapter [14.60](#) CMC.
- (ii) Tree removal permits, Chapter [18.45](#) CMC.
- (iii) Construction permits, Chapter [15.05](#) CMC.
- (iv) Mobile home permits, Chapter [15.05](#) CMC.
- (v) Subdivision applications, short subdivision applications and binding site plan applications, Chapter [17.15](#) CMC.

A permit application is complete for purposes of this section when it meets the procedural submission requirements of the Department and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the Department from requesting additional information or studies either at the time of notice of completeness or subsequently if new or additional information is required or substantial changes in the proposed action occur, as determined by the Director.

(2) The Director may specify the requirements of the site plan required to be submitted for various permits and may waive any of the specific submittal requirements listed herein that are determined to be unnecessary for review of an application.

(3) The applicant shall attest by written oath to the accuracy of all information submitted for an application.

(4) Applications shall be accompanied by the payment of any applicable filing fees, review fees, processing fees, and other administrative fees, if any, as set forth in the current fee resolution.

(5) An applicant and the Department may agree to have a review, inspection, or permit approval completed by a Department-approved and hired contractor. For reviews, inspections, and permit approvals completed by a City-approved contractor, the applicable Department is authorized to charge the applicant the contract amount in addition to the applicable fee required by the current fee resolution for review, inspection, or permit fee.

(6) An applicant may request to have inspections conducted outside of normal business hours by submitting a timely request in writing to the Department of Community Development. If the Department agrees to conduct an off-hour inspection, it may charge the applicant an hourly fee in addition to the inspection fees set forth in the current fee resolution. (Ord. 08-13 § 3 (Exh. A); Ord. 13-09 § 18; Ord. 02-09 § 3)

Proposed amendments to Covington Municipal Code Title 14**14.35.030 Application completeness.**

(1) Determination of Completeness. Within 28 days after receiving a permit application, the Department shall mail or provide a written determination to the applicant which states either: (a) that the application is complete or (b) that the application is incomplete and what is necessary to make the application complete.

(2) Identification of Other Agencies with Jurisdiction. To the extent known by the City, other agencies with jurisdiction over the project permit application shall be identified in the City's determination required by subsection (1) of this section.

(3) Complete Application. A project permit application is complete for purposes of this section when it meets the submission requirements in CMC [14.35.020](#), as well as the submission requirements contained in the applicable section of the Covington Municipal Code. This determination of completeness shall be made when the application is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The City's determination of completeness shall not preclude the City from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposed action.

(4) Incomplete Application Procedure. For applications deemed to be incomplete, the Department will identify, in writing, the specific requirements or information necessary to constitute a complete application. The applicant will have one

60-day period to submit the required additional information. Upon submittal of the additional information, the Department will, within 14 days, issue a letter of completeness or identify what additional is required. If the additional information is not submitted within the 60-day period, the process will be terminated and the applicant will be required to submit a new application and fees.

(5) City's Failure to Provide Determination of Completeness. An application shall be deemed complete if:

(a) The Department fails to provide written notice to the applicant within the 28-day period after the City initially receives the application; or

(b) The Department fails to provide written notice to the applicant within the 14-day period after submission of additional information required under subsection (4) of this section.

(6) Date of Acceptance of Application. When the project permit application is complete, the Director shall accept it and note the date of acceptance.

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(7) The applicant shall designate a single person or entity to receive determination and notices required by this chapter. The single person or entity shall also be the designee for any contact regarding permit activity. (Ord. 02-09 § 3)

14.35.040 Notice of application.

A notice of application shall be issued on all permit applications requiring a Type 2, 3, or 4 decision in accordance with the provisions of CMC [14.40.010](#). (Ord. 02-09 § 3)

14.35.050 Timing of final decision.

(1) Final decisions by the City on all permits and approvals subject to the procedures of this chapter shall be issued within 120 days from the date the applicant is notified by the Department pursuant to this chapter that the application is complete. The following periods shall be excluded from this 120-day period:

(a) Any period of time during which the applicant has been requested by the Director, Planning Commission, Hearing Examiner or Council to correct plans, perform required studies or provide additional information, including street standard variances and variances required under Chapter [13.25](#) CMC. The period shall be calculated from the date of notice to the applicant of the need for additional information until the earlier of the date the Director advises the applicant that the additional information satisfies the Director's request, or 14 days after the date the information has been provided. If the Director determines that the correction, study or other information submitted by the applicant is insufficient, the Director shall notify the applicant of the deficiencies and the procedures of this section shall apply as if a new request for information had been made.

(i) There shall be a 90-day deadline for the submittal of corrections, studies or other information when requested. An extension of this deadline may be granted upon submittal by an applicant of a written request providing satisfactory justification of an extension.

(ii) Failure by the applicant to meet such deadline shall be cause for the Director to deny the application.

(iii) When granting a request for a deadline extension, the Director shall give consideration to the number of days between receipt by the Director of a written request for a deadline extension and the mailing to the applicant of the Director's decision regarding that request.

(b) The period of time, as set forth in Chapter [16.10](#) CMC, during which an environmental impact statement is being prepared following a determination of significance pursuant to Chapter [43.21C](#) RCW.

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(c) A period of no more than 90 days for an open record appeal hearing by the Hearing Examiner on a Type 2 land use decision, and no more than 60 days for a closed record appeal by Superior Court on a Type 3 land use decision appealable to Superior Court, except when the parties to an appeal agree to extend these time periods.

(d) Any period of time during which an applicant fails to post the property, if required by this chapter, following the date notice is required until an affidavit of posting is provided to the Department by the applicant.

(e) Any time extension mutually agreed upon by the applicant and the Director.

(2) The time limits established in this section shall not apply if a proposed development:

(a) Requires an amendment to the comprehensive plan or a development regulation, or modification or waiver of a development regulation as part of a demonstration project;

(b) Requires approval of the siting of an essential public facility as provided for in RCW [36.70A.200](#); or

(c) Is substantially revised by the applicant, when such revisions will result in a substantial change in a project's review requirements, as determined by the Department, in which case the time period shall start from the date at which the revised project application is determined to be complete.

(3) If the Department is unable to issue its final decision within the time limits established by this section, it shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of the notice of final decision.

(4) The Department shall require that all subdivisions, short subdivisions, building permits, grading permits, conditional use permits, site development permits, shoreline substantial development permits, and binding site plans issued for development activities on or within 500 feet of designated agricultural lands, forest lands or mineral resource lands shall contain a notice that the subject property is within or near designated agricultural lands, forest lands or mineral resource lands on which a variety of activities may occur that are not compatible with residential development for certain periods of limited duration.

(Ord. 02-09 § 3)

14.35.060 Contents of Type 1 and Type 2 decisions.

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(1) Type 1 and Type 2 decisions shall be based upon compliance with the required showings of the Covington Municipal Code.

(2) The written decision contained in the record shall show:

(a) Facts, findings, and conclusions supporting the decision and demonstrating compliance with the applicable decision criteria; and

(b) Any conditions and limitations imposed, if the request is granted. (Ord. 02-09 § 3)

14.35.070 Notice of final decision.

A notice of final decision shall be issued on all permit applications requiring a Type 2, 3, or 4 decision in accordance with the provisions of CMC [14.40.030](#). (Ord. 02-09 § 3)

14.35.080 Limitations on refile of applications.

Upon denial of an application by the Hearing Examiner or the City Council, no new application for substantially the same proposal shall be accepted within one year from the date of denial. (Ord. 02-09 § 3)

14.35.090 Limitation on number of applications.

The City shall not accept more than one application for a development proposal for each development site at any one time. (Ord. 02-09 § 3)

14.40 Public Notice

Sections:

- 14.40.005** Notice chart.
- 14.40.010** Notice of permit application.
- 14.40.020** Notice of public hearing.
- 14.40.030** Notice of final decision.
- 14.40.040** Notice methods.
- 14.40.050** Optional public notice.

14.40.005 Notice chart.

	Types	Mailing Period	Comment Period	Method	Recipients
Notice of complete application (NOCA)	All	28 days from submittal	None	Mail	Applicant

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Notice of permit application	1*, 2, 3, 4	14 days from NOCA	21 days	Mail, publish, post	Applicant, agencies, parties of record, 500-foot radius
SEPA determination	When required	14 days	14 days	Mail, publish, post	Applicant, agencies, parties of record
Notice of public hearing	3, 4	14 days prior to the hearing	None	Mail, publish, post	Applicant, agencies, parties of record, <u>500-foot radius</u>
Notice of final decision	2, 3, 4	7 days from date of decision	None	Mail	Applicant, parties of record

* Only those Type 1 decisions that are subject to SEPA.

(Ord. 02-09 § 4)

14.40.010 Notice of permit application.

(1) A notice of application shall be provided to the public for all land use permit applications requiring Type 2, 3 or 4 decisions or Type 1 decisions subject to SEPA. The City shall provide notice of application by publishing, posting and mailing notice as provided in CMC [14.40.040](#).

(2) Notice of the application shall be provided by the Department within 14 days following the Department's determination that the application is complete. A public comment period of at least 21 days shall be provided, except as otherwise provided in Chapter [90.58](#) RCW and RCW [58.17.215](#) with regards to alterations. The public comment period shall commence on the third day following the Department's mailing of the notice of application.

(3) If the City has made a determination of significance (DS) under Chapter [43.21C](#) RCW before the issuance of the notice of application, the notice of the DS shall be combined with the notice of application and the scoping notice.

(4) All required notices of application shall contain the following information:

(a) The file number;

(b) The name of the applicant;

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- (c) The date of application, the date of the notice of completeness and the date of the notice of application;
- (d) A description of the project, the location, a list of the permits included in the application and the location where the application and any environmental documents or studies can be reviewed;
- (e) A site plan on eight-and-one-half-inch by 14-inch paper, or as determined by the Director;
- (f) The procedures and deadline for filing comments, requesting notice of any required hearings and any appeal procedure;
- (g) The date, time, place and type of hearing, if applicable and scheduled at the time of notice;
- (h) The identification of other permits not included in the application to the extent known;
- (i) The identification of existing environmental documents that evaluate the proposed project; and
- (j) A statement of the preliminary determination, if one has been made, of those development regulations that will be used for project mitigation and of consistency with applicable County plans and regulations. (Ord. 02-09 § 4)

14.40.020 Notice of public hearing.

(1) The notice of a public hearing is required for those permit applications requiring a Type 3 or 4 decision that did not include a scheduled hearing date in the notice of application. The City shall provide notice of a public hearing at least 14 days prior to the hearing by publishing and posting notice as provided in CMC [14.40.040](#). In addition to the publishing and posting, the City shall mail notice of the public hearing to the applicant, relevant agencies, and other interested parties who have requested in writing to be notified of the hearing at least 14 days prior to the hearing.

(2) Content of Notice of Public Hearing. The notice given of a public hearing required in this title shall contain:

- (a) File number;
- (b) The name and address of the applicant or the applicant's representative;
- (c) The date, time and place of the hearing;

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(d) A description of the subject property reasonably sufficient to inform the public of its location, including but not limited to the use of a map or postal address and a subdivision lot and block designation;

(e) For hearings on preliminary plats, the name and total area of the proposed plat, the number of proposed lots and typical lot sizes, and the proposed use;

(f) The nature of the proposed use of development;

(g) A statement that all interested persons may appear and provide testimony;

(h) When information may be examined, and when and how written comments addressing findings required for a decision by the hearing body may be admitted;

(i) The name of a local government representative to contact and the telephone number where additional information may be obtained;

(j) A statement that a copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost;

(k) A statement that a copy of the staff report will be available for inspection at no cost. (Ord. 02-09 § 4)

14.40.030 Notice of final decision.

(1) Notice of final decision is required for Type 2, 3, and 4 decisions. The City shall mail public notice of a project permit final decision to the applicant and other interested parties who have requested in writing to be notified of the final decision no later than seven days after the date of the decision.

(2) The City shall provide a notice of final decision that also includes a statement of any threshold determination made under SEPA (Chapter [43.21C](#) RCW) and the procedures for administrative appeal, if any. The notice of final decision may be a copy of the report or decision on the project permit application. (Ord. 02-09 § 4)

14.40.040 Notice methods.

(1) Posted Notice. Posting of the property for site-specific proposals shall consist of the following:

(a) A single notice board shall be placed by the applicant:

(i) At the midpoint of the site street frontage or as otherwise directed by the City for maximum visibility;

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- (ii) Five feet inside the street property line, except when the board is structurally attached to an existing building; provided, that no notice board shall be placed more than five feet from the street property without approval of the department;
 - (iii) So that the top of the notice board is between seven to nine feet above grade; and
 - (iv) Where it is completely visible to pedestrians.
- (b) Additional notice boards may be required by the Director when:
- (i) The site does not abut a public road;
 - (ii) A large site abuts more than one public road; or
 - (iii) The Director determines that additional notice boards are necessary to provide adequate public notice.
- (c) Notice boards shall be:
- (i) Maintained in good condition by the applicant during the notice period;
 - (ii) In place at least 14 days prior to the date of hearing, or at least 15 days prior to the end of any required comment period;
 - (iii) Removed within 14 days after the end of the notice period.
- (d) Removal of the notice board prior to the end of the notice period may be cause for discontinuance of the project review until the notice board is replaced and remains in place for the specified time period.
- (e) An affidavit of posting shall be submitted to the Director by the applicant prior to the hearing or final comment date. If the affidavits are not filed as required, any scheduled hearing or date by which the public may comment on the application will be postponed in order to allow compliance with this notice requirement.
- (f) Notice boards shall be constructed and installed in accordance with specifications promulgated by the Director.
- (g) Posting, including the expenses, shall be the responsibility of the applicant.

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(2) Published Notice. Notice of a proposed action shall be published by the City at least 14 days prior to the public hearing or the end of any required comment period in the official City newspaper or another newspaper of general circulation in the affected area.

(3) Mailed Notice. Mailed notice for proposed action shall:

(a) Be sent by the Department by first class mail to owners of property according to the records of the King County Assessor's Office in an area within 500 feet of the development site, and at least 14 days prior to the public hearing or the end of any required comment period. For a hearing on a preliminary plat, the notice shall also be mailed to:

- (i) Any city located within one-half mile of any boundary of the subject property,
- (ii) Any city or district which has a utility which is proposed to serve the plat, and
- (iii) The State Department of Transportation where the plat or part thereof adjoins a state right-of-way or King County where the plat or part thereof adjoins a county right-of-way;

(b) Be considered supplementary to posted or published notice;

(c) Be deemed satisfactory despite the failure of one or more owners to receive mailed notice.

(Ord. 02-09 § 4)

14.40.050 Optional public notice.

As optional methods of providing public notice of any project permits, in addition to the required notice methods, the City may:

(1) Notify the public or private groups with known interest in a certain proposal or in the type of proposal being considered;

(2) Notify the news media;

(3) Place notices in appropriate regional or neighborhood newspapers or trade journals;

(4) Publish notice in agency newsletters or send notice to agency mailing lists, either general lists or lists for specific proposals or subject areas.

The City's failure to provide the optional notice as described in this section shall not be grounds for invalidation of any permit decision. (Ord. 02-09 § 4)

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14.45 Appeal Procedures **(No Changes Proposed)**

14.60 Clearing and Grading Regulations **(No Change Proposed)**

14.105 Financial Guarantees **(No Change Proposed)**

**PROPOSED AMENDMENTS TO COVINGTON MUNICIPAL CODE (CMC)
VEHICLE PARKING IN RESIDENTIAL ZONES
CMC Chapter 10.25**

Chapter 10.25.030 CMC

PARKING RESTRICTION OF CERTAIN VEHICLES WITHIN RESIDENTIAL ZONES

No persons shall park a ~~motor~~ vehicle, which is more than 80 inches wide at any point along its body, on any street or alley in residentially zoned areas as defined in the City of Covington zoning code between the hours of 10:00 p.m. and 6:00 a.m. A person found to have committed a violation of this section shall be assessed a civil monetary penalty of \$75.00.

ORDINANCE NO. 0X-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING CHAPTER 10.30, PARKING RESTRICTION OF CERTAIN VEHICLES WITHIN RESIDENTIAL ZONES, OF THE COVINGTON MUNICIPAL CODE, TO CLARIFY WHICH PARKING CONDITIONS CONSTITUTE VIOLATIONS THEREOF; ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE; AND PROVIDING FOR CORRECTIONS.

WHEREAS, it is the express intent of the City Council to control the number of large vehicles parked overnight on public rights-of-way (ROW) in residential neighborhoods in a manner that promotes residential property values; the use, value, and enjoyment of property; aesthetics; sleep and repose; and the quality of the community; and

WHEREAS, it is demonstrated that current parking regulations are unclear and do not serve as a sufficient deterrent to eliminate such violations; and

WHEREAS, the proposed amendments make Covington's parking regulations more consistent with surrounding jurisdictions; and

WHEREAS, the proposed amendments provide a somewhat more restrictive approach to the overnight parking vehicles on public ROW to protect the public health, safety, and general welfare on residential properties; and

WHEREAS, the overnight parking of large vehicles on public ROW is a blighting factor that depreciates the value of adjacent and surrounding properties and in doing so negatively impacts the entire community; and

WHEREAS the City of Covington is empowered to and responsible for providing ways to protect and preserve property values; and

WHEREAS, RCW 46.04.670 defines "vehicle" as every device capable of being moved upon a public highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway, including bicycles. "Vehicle" does not include power wheelchairs or devices other than bicycles moved by human or animal power or used exclusively upon stationary rails or tracks. Mopeds are not considered vehicles or motor vehicles for the purposes of chapter [46.70](#) RCW. Bicycles are not considered vehicles for the purposes of chapter [46.12](#), 46.16A, or [46.70](#) RCW or RCW [82.12.045](#). Electric personal assistive mobility devices are not considered vehicles or motor vehicles for the purposes of chapter [46.12](#), 46.16A, 46.29, 46.37, or [46.70](#) RCW. A golf cart is not considered a vehicle, except for the purposes of chapter [46.61](#) RCW.; and

WHEREAS, it is within the authority of the City Council to protect the health, safety, and welfare of the citizens of Covington and the City Council desires to adopt amended regulations for overnight vehicle parking on public ROW to more effectively deter such violations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Adoption. CMC Chapter 10.25.030 is hereby amended as set forth in the attached Exhibit A, incorporated fully herein by this reference.

Section 2. Corrections. Upon the approval of the city attorney, the city clerk is authorized to make any necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the city and shall take full force and effect on the date listed below.

PASSED BY THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AT A REGULAR MEETING THEREOF ON THE XXth DAY OF MARCH, 2016, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE.

ATTESTED:

Sharon Scott, City Clerk

Mayor Jeff Wagner

PUBLISHED: March XX, 2016

EFFECTIVE: March XX, 2016

APPROVED AS TO FORM ONLY:

Sara Springer, City Attorney

Status of Development Projects in Covington February 2016

Chick-fil-A: (Old Burger King Site) We have completed our environmental review and issued the SEPA MDNS (mitigated determination of non-significance). This means we found certain areas, such as traffic that must be mitigated. We have attached certain conditions for parking, traffic, drive-thru lanes and back-up, especially during peak hours. We are currently reviewing their traffic mitigation plans on how to handle initial traffic back-up for the drive-thru. It's not yet completed. We will require them to have off-duty police officers (paid at their expense) to prohibit traffic from blocking 272nd and surrounding streets and ROW's and private property. We are also finishing the Commercial Site Development (CSD) permit review and design review. They hope to begin demolition and preliminary site work in a few months. They have not yet submitted final building permits. That should take place later this spring.

Covington Retail: (On Covington Way west of Costco) They are currently doing tree clearing and preliminary grading. Notice to proceed with Commercial Site Development (CSD) Permit should be issued this week. The project will contain retail commercial buildings, including a Marshall's Home décor, Party City, Famous Footwear, a food establishment, and 1 or 2 other commercial uses-unknown at this time. They hope to finish later this year or January 2017.

Jimmy John's: (North side of 272nd, east of Walgreens-old dentist office bldg.) Tenant improvement under city review for remodeling of former medical dentist building. Not yet received fire approval of final city approval. Some issues with remodel. Not sure when project could be approved but construction beginning no sooner than summer.

Multi-Care Hospital: (On existing site of Multi-Care Urgent Care)

A new 56 bed hospital in two phased with initial 28 beds in Phase I to be finished and open July 1, 2017. Beginning site work of grading and land clearing now. Hopefully building permit issued in March.

Provident Electric Showroom: (Behind Home Depot on vacant land)

A new electrical products showroom and wholesale/retail center. Project still under review. Probably won't begin site work until the summer.

Gerard Warehouse and Office: (Along Covington Way SW of Costco at intersection of 168th)

A new four building warehouse for light manufacturing, all indoors with some retail sales and office uses. Not much detail yet. Just applied and we are holding pre-application meeting in two weeks.

Soos Creek Water & Sewer District Lift Station and new sewer lines in downtown.

New sewer lift station on 272nd at 156th west of the library. Difficult project as it moved from the north side of 272nd to the south side with crossing of 272nd. Hope to be finished with work of crossing the 272nd by March 10th. Also involved drilling under Highway 18 and Covington Way this past year. That portion is finished. The whole project is not scheduled for completion and sewer lines available for hook-up by businesses until the end of 2016. Project has been delayed several times due to environmental issues with contaminated soils at the lift station site. Those were unknown conditions and unavoidable. It happens sometimes. The new apartments in the town center received sewer availability from the sewer district last year and are scheduled to open this summer, so some form of temporary on site storage and pumping will be required and installed this summer until the whole system comes on line by the end of the year. The city and sewer district are meeting to review those plans and allow that permitting. It will meet all environmental safety issues.

New 82 Lot Subdivision-Cedar Creek Park: (On 204th north of 272nd)

The city held its pre-application conference a few weeks ago. Preliminary subdivision plat is being prepared for submittal soon. Final subdivision approval won't come until the end of the year with construction of lots in mid-2017.

New Covington Elementary School: On 256th and 156th, west of Kentwood High School)

The city held its pre-application conference last month. We provided preliminary comments to the district architects and they are revising their plans. They should submit their commercial site development (CSD) permit later this spring. If the school district bond passes in April, they hope to begin site work later this fall. The school won't open until fall of 2018 at the earliest. Further details available from the school district as site plans and building plans have not been submitted.