



CITY OF CARNATION

PLANNING BOARD REGULAR MEETING

AGENDA

Planning Board

Nate Johnson
Vito Romano
Ron Lundeen
Salwa Raphael
Bruce McDonald

City Staff:

Amy Arrington,
City Manager

Amanda Smeller,
City Planner

Becky Buelna,
Development & Permitting Coordinator

Mary Madole,
City Clerk

Date: March 24, 2020

Time: 7:00 P.M.

Location: Carnation City Hall - 4621 Tolt Avenue

In compliance with County Orders, the City of Carnation is taking steps to enact proper social distancing procedures for this meeting.

Planning Board Agenda material is available for public review at City Hall on the Friday prior to the Planning Board meeting. Information regarding specific agenda topics may be obtained from City Hall by 3:00 pm on the Friday preceding the Board meeting. Citizens are encouraged to call the City Planner or City Clerk at (425) 333-4192 if you have any questions concerning Planning Board meetings.

AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - a. February 25, 2020
4. Citizen Comments and Requests
5. Unfinished Business
 - a. 2020 Docket for amendments to the Development Regulations
 - i. Review of CMC 15.18, Land Use Approvals
6. New Business
 - a. CMC 15.64, Floodways, Floodplains, Drainage, and Erosion
 - i. Adopting updated FEMA Flood Insurance Rate Maps
7. Other
8. Adjournment

CITY OF CARNATION

MINUTES OF THE REGULAR PLANNING BOARD MEETING

February 25, 2020

CALL TO ORDER: Boardmember Vito Romano called the regular meeting of the Carnation Planning Board to order at 7:02 PM in the Council Chambers at Carnation City Hall.

ROLL CALL: Boardmember Vito Romano, Boardmember Salwa Raphael, Boardmember Bruce McDonald, City Planner Amanda Smeller, City Manager Amy Arrington, City Clerk Mary Madole, Development and Permitting Coordinator Becky Buelna, and citizens present.

APPROVAL OF MINUTES: MOTION BY BOARDMEMBER MCDONALD AND SECOND BY BOARDMEMBER RAPHAEL TO APPROVE THE MINUTES OF THE JANUARY 28, 2020 REGULAR MEETING AS PRESENTED. MOTION PASSED UNANIMOUSLY (3-0).

UNFINISHED BUSINESS: Review of Permissible Uses Table, Chapter 15.40 CMC: City Planner Smeller reviewed the compiled final draft of the revised Table of Permissible Uses, however the footnotes that remain need to have another look. Discussion took place about footnotes and agreement was reached to remove the items that are redundant due to their cross-reference to other sections of the municipal code – footnotes 23, 24, 27 and 28.
City Manager Arrington notified the Planning Board that the City Council has requested a preview of the changes for their consideration to be sure that the effect of the changes is conducive to the economic development of Carnation. Further instructions may come from the City Council for the Planning Board to continue review.

NEW BUSINESS: City Planner Smeller introduced the topic of a proposed Land Use Code amendment to Chapter 15.18 Land Use Approvals as authorized for work by the City Council as part of the 2020 Docket. She summarized her February 20, 2020 memo to the Planning Board regarding the lack of process guidelines within the current code for the modification of a Site Development Review or Design Review after preliminary approval has already been granted. Review of other city code samples took place, and the Planning Board requested a draft code revision be drafted for the next regular meeting.

OTHER: City Clerk Madole distributed an updated preliminary agenda calendar / work plan for the Planning Board through the end of 2020.

ADJOURNMENT: There being no further business before the Planning Board, the meeting adjourned by common consent at 7:50 PM.

Approved at the regular meeting of the Carnation Planning Board on March 24, 2020.

PLANNING BOARD CHAIRPERSON, RON LUNDEEN

DEVELOPMENT & PERMITTING COORDINANTOR, BECKY BUELNA



Date: March 19, 2020
To: City of Carnation Planning Board
From: Amanda Smeller, City Planner
Re: CMC 15.18, Land Use Approvals

At the February Planning Board, we discussed the lack of prescribed method for modification of an approved Site Development Review or a Design Review. We reviewed a few other jurisdictions' methods and the board's choice was to combine the City of Oak Harbor and the City of Bainbridge Island methods.

As a reminder, here is how each jurisdiction handles modifications:

City of Bainbridge Island (BIMC 2.16.040(H)):

1. Minor adjustments to an approved site plan and design review may be made after review and approval by the director. Minor adjustments are those that include minor changes in dimensions or siting of structures or the location of public amenities, but do not include changes to the intensity or character of the use. Minor adjustments are processed through a written request from the applicant and a written response from department staff. The city response is placed in the project file and is effective to modify the approval as described in the response.
2. Adjustments other than minor adjustments to an approved site plan and design review require a new or amended application as determined by the director. Major adjustments are those that change the basic design, intensity, density, or character of the use.

City of Oak Harbor (OHMC 19.48.090 & 19.48.100):

19.48.090 – Minor modifications to an approved site plan.

Minor modifications may be permitted by the director. To be considered a minor modification, the amendment must not:

1. Involve more than a 10 percent increase in area or scale of the development in the approved site plan; or
2. Have a significantly greater impact on the environment and facilities than the approved plan; or
3. Change the boundaries of the originally approved plan.

19.48.100 – Major modifications to an approved site plan.

Major modifications to an approved site plan require a new application. The review and approval shall rest with the approval body which approved the original site plan. Major modifications involve a substantial change in the basic design plan, intensity, density, use, and the like generally involving more than a 10 percent change in area or scale.

Please see attached code section with new language included for both the Site Plan Review section and the Design Review section. We need to decide if we would like to apply a square footage limitation as we discussed to distinguish minor from major modifications. We also need to determine what the threshold for minor/major design review modifications should be.

Part III. - Site Development Review

15.18.150 - Purpose.

The purpose of site development review is to establish a permit process to review the conceptual plan for the development of property for residential (other than single detached), recreational/cultural, general services, business services, retail, manufacturing, and regional land uses where a division of property is not proposed under this title. Site development review precedes approval of a building permit or other construction permits, in order to ascertain that the general lay out of the development will conform to the requirements of this title, including but not limited to dimensional standards, streets and sidewalks, parking, landscaping and protection of critical areas.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.160 - Applicability.

A. Site Development Review.

1. Applicability: Site development review shall be required for any of the following:
 - a. New construction of four thousand or more square feet, excluding single-family dwellings.
 - b. Expansions involving the addition of four thousand square feet or more to an existing building or structure, except: (i) where the size of the addition is equal to fifteen percent or less of the building or structure's existing gross floor area, and (ii) expansions to single-family dwellings.
 - c. Any multi-family building that will create five or more new dwelling units, regardless of size.
2. Site development review permits shall be a Type 2 permit.

B. Minor Site Development Review.

1. Applicability: Minor site development review shall be required for any of the following:
 - a. Any new construction of less than four thousand square feet for which a building permit is required, excluding single-family dwellings.
 - b. Any multi-family building that will create four or less new dwelling units, regardless of size.
 - c. Reconfiguration of a parking area, means of ingress or egress or site circulation, regardless of whether a building permit is required, unless the small size of the proposed use or other factor(s) justify a waiver in the sole discretion of the city planner.
2. A minor site development review shall be a Type 1 permit.
3. A minor site development review shall meet all of the approval criteria set forth in this chapter.
4. Applicants may not utilize successive minor site development review permits to avoid the threshold requirements for undergoing regular site development review pursuant to subsection (A). Where a minor site development review permit has been issued for a site, any additional minor site development review requested during the following two years shall be processed as a regular site development review permit in accordance with subsection (A).

C. The site that is being reviewed pursuant to this chapter shall consist of all lots accommodating the development project.

(Ord. 748 § 2 (Exh. A) (part), 2008)

(Ord. No. 807, § 2(Exh. A), 2-7-2012)

15.18.170 - Administration.

The city planner is authorized to develop and adopt administrative rules and regulations for the purpose of implementing and enforcing the provisions and requirements of this part.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.180- Complete application.

- A. Applications shall be on forms prescribed by the city planner and shall include such information as deemed necessary to establish compliance with this section.
- B. Applications for development plans shall be signed by all property owners or their authorized agents, with supporting documents as required below and which contain sufficient information to determine compliance with adopted rules and regulations including, but not limited to, Chapter 43.21C RCW; SEPA as implemented by Chapter 197-11 WAC; CMC Title 12, Streets, Sidewalks and Public Places; CMC Title 13, Public Services; Chapter 14.04 CMC, Environmental Policy Act; CMC Title 15, Zoning; city comprehensive plan; utility comprehensive plans; the city of Carnation street and storm sewer system standards, water and sewer standards and administrative rules adopted to implement any such code or ordinance provisions.
- C. The proposed development plan shall be prepared by a professional land surveyor or engineer licensed in the state of Washington. The proposed site development plan shall include:
 1. The location, layout and size of all proposed improvements, including buildings, parking, etc.;
 2. Proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include postconstruction treatment of unoccupied areas of the building envelopes);
 3. The legal description of the lot(s);
 4. The name and address of the developer;
 5. The name, address and seal of the registered engineer or land surveyor;
 6. The scale, date and northpoint;
 7. The building setback lines for all lots;
 8. All proposed and existing uses, zoning and property boundaries within one hundred feet of any boundary of the site;
 9. The location and identification of critical areas within five hundred feet of any boundary of the site;
 10. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and other recreation spaces within or adjacent to the site;
 11. The location and size of utility trunks serving the site;
 12. The location and size of water bodies and drainage features, both natural and manmade, within five hundred feet of any boundary of the site;
 13. Stormwater management plans as required by the adopted DOE Stormwater Management Manual in accordance with CMC Section 15.64.230;
 14. The location of any significant trees or significant stands of trees as defined by Chapter 15.08 CMC;

15. A conceptual grading plan showing proposed clearing and existing and proposed topography, detailed to five-foot contours, unless smaller contours are otherwise requested;
16. A layout of sewers and proposed water distribution system;
17. The layout of streets, their names and widths of easements. The names of the streets shall conform to the names of corresponding streets and to the general system of naming used by the city;
18. A complete environmental checklist, if the proposed action is not exempt from SEPA per Chapter 14.04 CMC;
19. Certificates of water and sewer availability;
20. Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property;
21. A list of all property owners within three hundred feet of any boundary of the site;
22. A copy of the most current assessor's map obtained from the King County department of assessments;
23. Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation;
24. A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within three years;
25. A list of any other development permits or permit applications having been filed for the site;
26. Payment of any application fees and development deposits established by city council resolution.

D. The city planner may waive specific submittal requirements determined to be reasonably unnecessary for the evaluation of the permit in light of relevant factors and circumstances including but not necessarily limited to the size, complexity and/or location of the proposed binding site plan.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.190 - Additional requirements.

The city planner may require the submittal of additional information, including but not limited to soil and geological studies, wetland assessments, or traffic studies, prior to processing a site development review application if it is determined that such information is necessary for the accurate review of such applications. The city planner may also set reasonable deadlines for the supplemental submittal of such information if it is found to be necessary subsequent to the initial application submittal. Failure to meet such deadlines shall cause the application to be deemed withdrawn, and plans or other data previously submitted for review may thereafter be returned to the applicant together with any unexpended portion of the application review fee. In no case shall an application be processed until it is complete in terms of the type or amount of information necessary for accurate review.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.200 - Material errors.

Applications found to contain and be based on material errors shall be deemed withdrawn and subsequent resubmittals shall be treated as new applications.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.210 - Reserved.

15.18.220- Decision.

- A. A written record of decision shall be prepared in each case. The record may be in the form of a staff report or other written document and shall indicate whether the application is approved, approved with conditions or denied. The city planner's decision shall include any reasonable conditions to ensure consistency with the city's development regulations based upon, but not limited to, the following:
 - 1. Conformance of the proposed site development plan with any conditions on a portion of the site, and with any applicable codes and ordinances of the state of Washington and the city;
 - 2. A finding that the site plan makes appropriate provisions for, but not limited to, the public health, safety, and general welfare related to dedication of rights-of-way or recreation space, and tracts, easements, or limitations which may be proposed or required for utilities, access, drainage controls, sanitation and water supply;
 - 3. A finding that the site plan complies with all applicable provisions of this title, and all other applicable adopted administrative rules and regulations.
 - B. Additional documents shall be submitted as necessary for review and approval such as a plat certificate, boundary survey, agreements, easements, and covenants.
 - C. The decision of the city planner shall be final.
 - D. The decision shall become effective ten calendar days after the decision has been mailed, or if an appeal is filed under Chapter 15.11 CMC, upon final resolution of the appeal.
 - E. A site development plan approval automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit and fails to make substantial progress towards completion within twenty-four months of the effective date of the site plan approval. "Substantial progress" includes the following: completion of grading and the installation of major utilities. The city planner may grant a single extension of up to ninety days.
 - F. All construction and site development activities related to the site development plan review are prohibited until the decision becomes effective and until authorized by any subsequent required permits.
- (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.235 – Modifications to an approved site plan

A. Minor Modifications

- 1. Minor modifications to an approved site plan may be made after review and approval by the city planner.
- 2. Minor modifications are those that include minor changes in dimensions or siting of structures or the location of public amenities, but do not include changes to the intensity or character of the use. To be considered a minor modification, the amendment must not:
 - a. Involve more than a 10 percent increase in area or scale of the development in the approved site plan, or 2,000 square feet, whichever is less.
 - b. Have a significantly greater impact on the environment and facilities than the approved plan, or

- c. Change the boundaries of the originally approved plan.
3. Minor modifications are processed through a written request from the applicant and a written response from the city planner. The city response is placed in the project file and is effective to modify the approval as described in the response.

B. Major Modifications

1. Modifications other than minor modifications to an approved site plan require a new or amended application as determined by the city planner.
2. Major modifications are those that change the basic design, intensity, density, or character of the use. They involve a substantial change in the basic design plan, intensity, density, use, and the like generally involving more than a 10 percent change in area or scale (greater than 2,000 square feet).

15.18.230 - Appeals.

The city planner's decision regarding site development plan review may be appealed by any aggrieved person with legal standing pursuant to Chapter 15.11 CMC. (Ord. 748 § 2 (Exh. A) (part), 2008)

Part IV. - Design Review

15.18.240 - Purpose and adoption of design guidelines.

The document entitled Design Standards and Guidelines ("Design Standards") are adopted by reference and incorporated by this reference as if set forth in full. The design standards are intended to provide clear objectives for those embarking on planning and design of commercial and multifamily projects in Carnation, to increase awareness of design considerations among the citizens of Carnation and to maintain and enhance property values within Carnation.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.250- Applicability and process.

- A. The design standards apply to all nonsingle-family development in the following zones: central business district, mixed use, service commercial and multifamily residential zones, and in the public use zone where the property abuts Tolt Avenue. The design standards also apply to all properties located within two hundred feet of Tolt Avenue from the mixed use zone south to the city limits.
- B. Within the zoning districts identified in subsection A of this section, the design standards apply only to the following:
1. New construction, except for single-family detached housing;
 2. Major exterior remodels, defined as all remodels within a three-year period whose value exceeds fifty percent of the value of the existing structure, as determined by city of Carnation valuation methods, except as provided in CMC Section 15.18.270;
 3. Minor exterior remodels, defined as all remodels within a three-year period with value of fifty percent of the valuation or less.
- C. The design standards do not apply to remodels that do not change the exterior appearance of the building. However, if a project involves both exterior and interior improvements, then the project valuation shall include both exterior and interior improvements.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.260 - Administration.

The city planner is authorized to develop and adopt administrative rules and regulations for the purpose of implementing and enforcing the provisions and requirements of this chapter. (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.270 - Major exterior remodels.

Major exterior remodels shall be exempt from any provision of the design standards that would require repositioning of the building or reconfiguration of the site. New construction and major exterior remodels shall be processed as a Type II land use permit in accordance with Chapter 15.09 CMC. (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.280 - Complete application for major exterior remodels or new construction.

- A. Applications shall be on forms prescribed by the city planner and shall include such information as deemed necessary to establish compliance with this section.
- B. Applications for design review shall be signed by all property owners or their authorized agents, with supporting documents as required below and which contain sufficient information to determine compliance with adopted rules and regulations including, but not limited to, the city of Carnation design standards and guidelines, CMC Title 15, Zoning; the city of Carnation comprehensive plan; the city of Carnation Street and Storm Sewer System Standards, and any administrative rules adopted to implement any such code or ordinance provisions.
- C. Proposed elevations of any proposed new buildings or remodels from all directions that clearly show architectural details, prepared by a professional architect. In addition, examples of materials and colors that have been clearly called out on the elevations shall also be submitted.
- D. Proposed or existing site plan prepared by a professional architect, land surveyor or engineer licensed in the state of Washington. The proposed site plan shall include:
 1. The location, layout and size of all proposed improvements, including buildings, parking, etc.;
 2. The legal description of the lot(s);
 3. The name and address of the developer;
 4. The name, address and seal of the registered engineer or land surveyor;
 5. The scale, date and northpoint;
 6. All proposed and existing uses, zoning and property boundaries within one hundred feet of any boundary of the site;
 7. The location and identification of critical areas within five hundred feet of any boundary of the site;
 8. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and other recreation spaces within or adjacent to the site;
 9. The location and size of utility trunks serving the site;
 10. The location and size of water bodies and drainage features, both natural and manmade, within five hundred feet of any boundary of the site;
 11. The location of any significant trees or significant stands of trees as defined by Chapter 15.08 CMC;

12. The layout of streets, their names and widths of easements. The names of the streets shall conform to the names of corresponding streets and to the general system of naming used by the city;
 13. A list of all property owners within three hundred feet of any boundary of the site;
 14. A copy of the most current assessor's map obtained from the King County department of assessments;
 15. Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation;
 16. A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within three years;
 17. A list of any other development permits or permit applications having been filed for the site;
 18. Payment of any application fees and development deposits imposed by the city.
- E. Landscape plan illustrating compliance with the requirements of the design standards and Chapter 15.76 CMC (Screening, Landscaping and Trees), at a scale that clearly illustrates the location of proposed plantings. The landscape plan shall include all species to be planted by Latin and common names, and shall include any planting details.
- F. The city planner may waive specific submittal requirements where determined to be reasonably unnecessary under the circumstances.
- (Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.290 - Additional requirements.

The city planner may require the submittal of additional information prior to processing a design review application if it is determined that such information is necessary for the accurate review of such applications. The city planner may also set reasonable deadlines for the supplemental submittal of such information if it is found to be necessary subsequent to the initial application submittal. Failure to meet such deadlines shall cause the application to be deemed withdrawn, and plans or other data previously submitted for review may thereafter be returned to the applicant together with any unexpended portion of the application review fee. In no case shall an application be processed until it is complete in terms of the type or amount of information necessary for accurate review.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.320- Decision.

- A. A written record of decision shall be prepared in each case. The record may be in the form of a staff report or other written document and shall indicate whether the application shall be approved, approved with conditions or denied. The city planner's decision shall include any conditions to ensure consistency with the city's development regulations based on, but not limited to, the following:
1. Conformance of the proposed design with an approved site plan, building permit, any conditions on a portion of the site, and with any applicable codes and ordinances of the state of Washington and the city;
 2. A finding that the design of new or remodeled buildings and site plan meet the requirements of the design standards;
 3. A finding that the site plan complies with all applicable provisions of this title, and all other applicable administrative rules and regulations.

- B. Additional documents shall be submitted as necessary for review and approval such as a plat certificate, boundary survey, agreements, easements, and covenants.
- C. The decision of the city planner shall be final.
- D. The decision shall become effective ten calendar days after the decision has been mailed, or if an appeal is filed under Chapter 15.11 CMC, upon final resolution of the appeal.
- E. A design approval automatically expires and is void if the applicant fails to file for a building permit or other necessary development permit and fails to make substantial progress towards completion within twenty-four months of the effective date of the site plan approval. "Substantial progress" includes the following: completion of grading and the installation of major utilities. The city planner may grant a single extension of up to ninety days.
- F. All construction and site development activities related to the design review are prohibited until the decision becomes effective and until authorized by any subsequent required permits.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.330 - Appeals.

The director's decision regarding site plan review may be appealed by any aggrieved person with legal standing pursuant to Chapter 15.11 CMC.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.340 - Minor exterior remodels.

Minor exterior remodels must satisfy the design standards for those features of the facade that will be altered, and that any alterations do not lead to further nonconformance with the design standards. For example, if a project includes replacing a building facade's siding, then the siding shall meet that applicable exterior building material and color standards and/or guidelines, but elements such as building modulation would not be required. Minor exterior remodels shall be processed as a Type I land use process in accordance with Chapter 15.09 CMC.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.350- Complete application for minor exterior remodels.

- A. Applications shall be on forms prescribed by the city planner and shall include such information as deemed necessary to establish compliance with this section.
- B. Applications for design review shall be signed by all property owners or their authorized agents, with supporting documents as required below and which contain sufficient information to determine compliance with the city of Carnation design standards and guidelines.
- C. Proposed elevations illustrating the proposed remodeled facade, that clearly show architectural details that will be changed from existing conditions. Such illustrations do not have to be prepared by a professional architect. If the minor exterior remodel includes a change in materials or exterior color, examples of materials and colors that have been clearly called out on the elevations shall also be submitted.
- D. If changes are proposed to the site, a site plan illustrating the proposed changes shall also be included. Such site plans do not have to be prepared by a professional architect, land surveyor or engineer licensed in the state of Washington.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.360 - Additional requirements.

The city planner may require the submittal of additional information prior to processing a minor design review application if it is determined that such information is necessary for the accurate review of such applications. The city planner may also set reasonable deadlines for the supplemental submittal of such information if it is found to be necessary subsequent to the initial application submittal. Failure to meet such deadlines shall cause the application to be deemed withdrawn, and plans or other data previously submitted for review may thereafter be returned to the applicant together with any unexpended portion of the application review fee. In no case shall an application be processed until it is complete in terms of the type or amount of information necessary for accurate review.
(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.390- Decision.

- A. The signed application shall serve as a written record of decision.
- B. The decision of the city planner shall be final.
- C. A design approval automatically expires and is void if the applicant fails to complete the work as approved by the application or fails to make substantial progress towards completion within twenty-four months of the effective date of the site plan approval.

(Ord. 748 § 2 (Exh. A) (part), 2008)

15.18.400 - Appeals.

The city planner's decision regarding design plan review may be appealed by any aggrieved person with legal standing pursuant to Chapter 15.11 CMC.

15.18.410 – Modifications to an approved design review

A. Minor Modifications

1. Minor modifications to an approved design review may be made after review and approval by the city planner.
2. Minor modifications are those that include minor changes in architectural and design aspects. To be considered a minor modification, the modification must not:
 - a. Involve more than a 10 percent increase in area or scale of the development in the approved site plan, or 2,000 square feet, whichever is less.
 - b. Have a significantly greater impact on the environment and facilities than the approved plan, or
 - c. Change the boundaries of the originally approved plan.
3. Minor modifications are processed through a written request from the applicant and a written response from the city planner. The city response is placed in the project file and is effective to modify the approval as described in the response.

Commented [A1]: We need to determine the threshold for minor/major design review modifications.

B. Major Modifications

1. Modifications other than minor modifications to an approved design review require a new or amended application as determined by the city planner.
2. Major modifications are those that change the basic design, intensity, density, or character of the use. They involve a substantial change in the basic design plan, intensity, density, use, and the like generally involving more than a 10 percent change in area or scale (greater than 2,000 square feet).

Commented [A2]: Same comment as above.



CITY OF CARNATION

Date: March 19, 2020
To: City of Carnation Planning Board
From: Amanda Smeller, City Planner
Re: CMC 15.64, Floodways, Floodplains, Drainage, and Erosion

The Federal Emergency Management Agency (FEMA) has finalized the Base Flood Elevations (BFEs) affecting the Flood Insurance Rate Map (FIRM) and Flood Insurance Rate Study (FIS) for the City of Carnation. Therefore, it is time to adopt the September 28, 2007 preliminary FIRMs and we must do so by August 19, 2020.

The attached code amendment is very minor and reflects only a date change for the new maps. The City's current code already complies with FEMA requirements for local jurisdiction regulations.

15.64.015 - General provisions.

- A. Applicability. The floodplain management regulations set forth in this chapter shall apply to all areas of special flood hazard within the jurisdiction of city.
- B. Basis For Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for King County and Incorporated Areas" dated ~~September 28, 2007-December 6, 2001, and letter of map revision (LOMR) dated May 1, 2002~~, and any revisions thereto, with an accompanying flood insurance rate map (FIRM), and any revisions thereto, are adopted by reference and declared to be a part of this chapter. The flood insurance study and the FIRM are on file at the city and available for public inspection and copying. The best available information for flood hazard area identification as outlined in CMC [Section 15.64.020\(D\)\(4\)](#) shall be the basis for regulation until a new FIRM is issued which incorporates the data utilized under CMC [Section 15.64.020\(D\)\(4\)](#).
- C. Penalties. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than one thousand dollars or imprisoned for not more than ninety days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.
- D. Abrogation and greater restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- E. Interpretation. In the interpretation and application of this chapter, all provisions shall be:
 1. Considered as minimum requirements;
 2. Liberally construed in favor of the governing body; and
 3. Deemed neither to limit nor repeal any other powers granted under state statutes.
- F. Warning and disclaimer of liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.



City of Carnation Meeting Calendar and Preliminary Agendas

This list is intended to be used for planning purposes only. Agenda items and dates may change.

3/24/2020 Planning Board

UNFINISHED BUSINESS

DISCUSSION Continued review of proposed amendments to Chapter 15.18 CMC "Land Use Approvals".
Origin: 2020 Docket Staff: City Planner Firm Date?

NEW BUSINESS

DISCUSSION Proposed amendment to Section 15.64.015 CMC to adopt 2007 FEMA NFIP FIRM.
Origin: City Manager Staff: City Planner Firm Date?

DISCUSSION Proposed amendments to Chapter 15.32 CMC "Non-conforming Situations".
Origin: 2020 Docket Staff: City Planner Firm Date?

4/7/2020 City Council

AGENDA BILLS

RESOLUTION Approving Terms of Sale for the Old Maintenance Shop.
Origin: City Manager Staff: City Manager Firm Date?

OTHER BUSINESS

DISCUSSION Review of draft 2021 TIP and 2021-2026 STIP.
Origin: City Manager Staff: City Clerk Firm Date?

DISCUSSION 2020 Budget Amendment.
Origin: City Manager Staff: Treasurer Firm Date?

DISCUSSION ILA with King County for District Court Services.
Origin: City Manager Staff: City Manager Firm Date?

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole Staff: City Manager Firm Date?

4/21/2020 City Council

AGENDA BILLS

MOTION Approving ILA with King County for District Court Services.
Origin: City Manager Staff: City Manager Firm Date?

ORDINANCE 2020 Budget Amendment.
Origin: Finance & Operations Staff: Treasurer Firm Date?

PRESENTATION

DISCUSSION Police Services Report. (Q1-2020)
Origin: Public Health & Safety Staff: City Manager Firm Date?

4/28/2020 Planning Board

UNFINISHED BUSINESS

DISCUSSION Continued review of proposed amendment to Section 15.64.015 CMC to adopt 2007 FEMA NFIP FIRM.
Origin: City Planner Staff: City Planner Firm Date?

DISCUSSION Continued review of proposed amendments to Chapter 15.32 CMC "Non-conforming Situations".
Origin: 2020 Docket Staff: City Planner Firm Date?

NEW BUSINESS

DISCUSSION Review proposed amendments to Comp Plan Chapters 7 & 9.
Origin: 2020 Docket Staff: City Planner Firm Date?

5/5/2020 City Council**OTHER BUSINESS**

DISCUSSION 2018 Washington Building Codes (adoption before 07/01/2020)
Origin: City Manager *Staff:* City Clerk *Firm Date?*

PUBLIC HEARING

DISCUSSION 2021-2026 STIP.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

5/19/2020 City Council**AGENDA BILLS**

RESOLUTION Adopting 2021 TIP and 2021-2026 STIP.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

5/26/2020 Planning Board**PUBLIC HEARING**

DISCUSSION Proposed 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and Land Use Code Chapters 15.18, 15.32, & 15.64.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

RECOMMENDATION

MOTION Recommendation to City Council regarding 2020 Amendments to Comprehensive Plan Chapters 7 & 9, and Land Use Code Chapters 15.18, 15.32, & 15.64.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

6/2/2020 City Council**AGENDA BILLS**

ORDINANCE Adopting the 2018 Washington State Building Codes.
Origin: City Manager *Staff:* City Manager *Firm Date?*

RESOLUTION Adopt revised Fire Fees.
Origin: City Manager *Staff:* City Manager *Firm Date?*

OTHER BUSINESS

DISCUSSION Review of Planning Board recommendation for 2020 Amendments to Comprehensive Plan (Chapters 7 & 9), and Land Use Code Chapters 15.18, 15.32, and 15.64.
Origin: City Manager *Staff:* City Planner *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

6/16/2020 City Council**PUBLIC HEARING**

DISCUSSION Recommended amendments to Comprehensive Plan and Land Use Code (CP Chapters 7 & 9; CMC Chapters 15.18, 15.32, & 15.64 CMC)
Origin: City Manager *Staff:* City Planner *Firm Date?*

WORKSHOP

DISCUSSION 2021 Budget goals and funding priorities.
Origin: City Manager *Staff:* City Manager *Firm Date?*

6/23/2020 Planning Board**NEW BUSINESS**

DISCUSSION Proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees"
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

DISCUSSION Proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

7/7/2020	City Council			
AGENDA BILLS				
ORDINANCE	Adoption of recommended amendments to Comprehensive Plan and Land Use Code (CP Chapters 7 & 9; CMC Chapters 15.18, 15.32, & 15.64 CMC)	<i>Origin:</i> City Manager	<i>Staff:</i> City Planner	<i>Firm Date?</i> <input type="checkbox"/>
OTHER BUSINESS				
DISCUSSION	Review of the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December?)	<i>Origin:</i>	<i>Staff:</i> City Manager	<i>Firm Date?</i> <input type="checkbox"/>
WORKSHOP				
DISCUSSION	5:30 Workshop prior to regular meeting, first Tuesday of each month.	<i>Origin:</i> Council of the Whole	<i>Staff:</i> City Manager	<i>Firm Date?</i> <input type="checkbox"/>
7/21/2020	City Council			
AGENDA BILLS				
RESOLUTION	Adopting the 2020 Update to the Carnation Comprehensive Emergency Management Plan. (due in December?)	<i>Origin:</i>	<i>Staff:</i> City Manager	<i>Firm Date?</i> <input type="checkbox"/>
7/28/2020	Planning Board			
UNFINISHED BUSINESS				
DISCUSSION	Continued review of proposed amendments to Chapter 15.76 CMC "Screening, Landscaping, and Trees".	<i>Origin:</i> 2020 Docket	<i>Staff:</i> City Planner	<i>Firm Date?</i> <input type="checkbox"/>
DISCUSSION	Continued review of proposed amendments to Chapter 15.48 CMC "Density & Dimensions" related to garage setbacks in MU zone.	<i>Origin:</i> 2020 Docket	<i>Staff:</i> City Planner	<i>Firm Date?</i> <input type="checkbox"/>
8/4/2020	City Council			
WORKSHOP				
DISCUSSION	5:30 Workshop prior to regular meeting, first Tuesday of each month.	<i>Origin:</i> Council of the Whole	<i>Staff:</i> City Manager	<i>Firm Date?</i> <input type="checkbox"/>
8/18/2020	City Council			
	Regular meeting.	<i>Origin:</i>	<i>Staff:</i>	<i>Firm Date?</i> <input type="checkbox"/>
8/25/2020	Planning Board			
	Regular meeting.	<i>Origin:</i>	<i>Staff:</i> City Planner	<i>Firm Date?</i> <input type="checkbox"/>
9/1/2020	City Council			
WORKSHOP				
DISCUSSION	5:30 Workshop prior to regular meeting, first Tuesday of each month.	<i>Origin:</i> Council of the Whole	<i>Staff:</i> City Manager	<i>Firm Date?</i> <input type="checkbox"/>
9/15/2020	City Council			
	Regular meeting.	<i>Origin:</i>	<i>Staff:</i>	<i>Firm Date?</i> <input type="checkbox"/>
9/22/2020	Planning Board			
	Regular meeting.	<i>Origin:</i>	<i>Staff:</i> City Planner	<i>Firm Date?</i> <input type="checkbox"/>

10/6/2020 City Council**OTHER BUSINESS**

DISCUSSION Review of 2021 Proposed Preliminary Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

10/20/2020 City Council**OTHER BUSINESS**

DISCUSSION Continued review of 2021 Proposed Preliminary Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

10/27/2020 Planning Board**PUBLIC HEARING**

DISCUSSION Proposed amendments to Land Use Code Chapters 15.48 & 15.76.
Origin: 2020 Docket *Staff:* City Planner *Firm Date?*

RECOMMENDATION

MOTION Recommendation to City Council regarding amendments to Land Use Code Chapters 15.48 & 15.76.
Origin: 2020 Docket *Staff:* *Firm Date?*

11/3/2020 City Council**PUBLIC HEARING**

DISCUSSION 2021 Preliminary Budget & Revenue Sources.
Origin: City Manager *Staff:* City Manager *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

11/17/2020 City Council**AGENDA BILLS**

ORDINANCE Adopting 2021 Property Tax Levy.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

RESOLUTION Certifying the budget for the 2021 Property Tax Levy.
Origin: City Manager *Staff:* City Clerk *Firm Date?*

PUBLIC HEARING

DISCUSSION 2021 Budget.
Origin: City Manager *Staff:* City Manager *Firm Date?*

11/24/2020 Planning Board

Regular meeting.
Origin: *Staff:* City Planner *Firm Date?*

12/1/2020 City Council**AGENDA BILLS**

ORDINANCE Adopting 2021 Budget.
Origin: City Manager *Staff:* Treasurer *Firm Date?*

WORKSHOP

DISCUSSION 5:30 Workshop prior to regular meeting, first Tuesday of each month.
Origin: Council of the Whole *Staff:* City Manager *Firm Date?*

12/15/2020 City Council

Regular meeting.
Origin: *Staff:* *Firm Date?*

12/22/2020 Planning Board

Regular meeting.

Origin:

Staff: City Planner

Firm Date?

9/6/2022 City Council

OTHER BUSINESS

DISCUSSION CaTV Tax 5.04.030(F)&(H).

Origin: Ordinance 914

Staff: City Manager

Firm Date?
