

City of Colville

PLANNING COMMISSION

January 27, 2016

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting on Wednesday, January 27, 2016, in the Council Room at City Hall. Chairperson Jody Hoffman called the meeting to order at 7:00 P.M. with a quorum present.

MEMBERS PRESENT: Jody Hoffman, Russ Larsen, Glen Durall, Lynn O'Connor, and Avrum Baum. MEMBERS ABSENT: Paul Wade. One vacancy exists. STAFF PRESENT: City Planner RJ Keetch, Municipal Services Administrator Eric Durpos, and Recording Secretary Susan Davis. OTHERS PRESENT: Councilmembers Bill Pifer and Anne Lawson.

MINUTES FROM PREVIOUS MEETING

The minutes from the previous meeting of September 9, 2015, had been distributed to each member prior to the meeting. Russ Larsen moved and Glen Durall seconded the motion to approve the minutes as written. Voice vote showed all in favor.

OLD BUSINESS

- A. Public informational discussion – suggested text amendments to the Zoning Ordinance concerning the development of public or private parking lots and sales lots.

Suggested text amendments to Zoning Ordinance concerning the development of public or private parking lots and sales were distributed to each Planning Commissioner and made available to the public prior to the meeting (attached hereto and made a part of these minutes). There were no members of the public present.

City Planner RJ Keetch explained that the proposed amendments are intended to address concerns about the lack of a review process and adequate oversight for the development of parking lots and sales lots. At a previous meeting the Planning Commission reviewed staff's proposal to add a definition for "planning approval" to provide a review process and add language to clarify the development standards to ensure that landscaping, sidewalks/curbs, and storm water drainage would be adequately addressed.

In the review and discussion which followed, staff requested direction relative to off-street loading in the C-2 District as referenced in item #5 on Page 2. It was recognized that loading/unloading in the C-2 District typically occurs in the alleys. It was felt that special circumstances like the recent decision to allow on-street loading/unloading for Saundra's Furniture could be considered on a case by case basis by the City Council. It was a consensus not to change the current standard of allowing loading/unloading in the alleys in the C-2 District. After comparing standards from other cities, staff suggested new off-street parking standards for auto, marine craft, or heavy equipment sales and service as well as manufactured home and RV sales and service lots at 1 space per 1,000 sq. ft. of total floor area, plus one per employee. It was a consensus of the Planning Commission that the proposed standards appear to be reasonable and will not burden businesses.

Avrum Baum questioned what standards would apply to a new commercial parking lot where patrons

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pay to park. Staff felt that type of use would be classified as a “public or private parking area” per the Table of Uses and subject to project review.

Municipal Services Administrator Eric Durpos suggested deleting the words “except where adequate storm drainage systems are available” in item #4.E and “except in areas where adequate storm drainage systems are available” in item #4.F on Page 2. He pointed out that the City Public Works Department would determine the “adequacy” of storm drainage systems during the project review process. No other changes were proposed and it was a consensus of the Commission to accept the proposed text amendments as discussed. A public hearing on the proposal will be scheduled before the Planning Commission and a recommendation forwarded to the City Council.

B. Discussion – Planning Commissioner Roles & Responsibilities.

RJ Keetch explained it was suggested at the last Planning Commission meeting that the roles for commissioners are a bit unclear. He recommended watching a short video (5-10 minutes) each meeting to inform the new members. Information in the meeting packets included a brief introduction on Planning Commission functions along with a list of short course videos that are available (copy on file). The Planning Commissioners were very receptive to staff’s recommendation and videos will be shown as time permits.

C. Discussion – Strategic Planning.

RJ Keetch explained that the Mayor, Council, Planning Commission, staff and community members have identified the need for a strategic City/community direction. He referenced the attached Request for Proposal (RFP) for an explanation of what the City will be looking for when hiring a consultant to guide the City and community through this process (attached hereto and made a part of these minutes). The RFP is being advertised and the deadline for submittal is March 11th. Consideration of submittals and selection of a preferred candidate will follow. RJ noted that a committee will be formed to perform this task and he was hopeful that a couple of Planning Commissioners would be available to participate. In response to a question from Councilmember Pifer, RJ confirmed that one of the criteria which will be considered in evaluating each proposal will be “local familiarity.” Recognizing the Planning Commissioners’ desire and willingness to be a part of the process, RJ advised that the intent is to use the consultant to help facilitate their input as the process proceeds.

NEW BUSINESS: There was no New Business to be presented.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS:

A. Municipal Services Projects Update.

Municipal Services Administrator Eric Durpos referred to the informational material identifying completed and planned street, water, sewer, and storm water projects, level of priority, and estimated cost,

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which had been distributed to each member prior to the meeting (copies on file). Eric explained that through an assessment management program staff has been able to identify and prioritize long term capital projects. He reported that Phase 2 of the Hawthorne Avenue Project, Walnut to Crestview, has gone out to bid. Submittal deadline is February 11th for construction from May through August. The project will basically follow the pattern used for Phase 1 and include coordination with Avista, CenturyLink, and Charter. Other improvements include street trees in some places on the south side of Hawthorne Avenue, left turn lanes at Hofstetter and Alder Streets, and the realignment of the intersection of Hawthorne Avenue and Garden Homes Drive.

Eric explained that it is now being recognized that arts and culture contribute to a community's vitality and economic development. Many communities are starting to integrate artwork into streetscapes. Funding agencies now grant a percentage of project funds for artwork. He stated he would like to see some kind of art incorporated into open spaces on Hawthorne Avenue and sees this as an opportunity to involve the public. He reported that the City recently received a Bronze Award for Phase 1 of Hawthorne Avenue, noting the absence of public art likely caused the project to score less. RJ Keetch felt a Planning Commission role could be to provide input on the design of future street projects and streetscapes as part of community development. Eric noted that he would welcome any assistance that could be given in getting public participation. Jody Hoffman suggested some type of sculptures or statues on Hawthorne Avenue that could provide seats/benches for walkers to rest.

In other news, Eric advised that he will be submitting a funding proposal from the Drinking Water State Revolving Fund (DWSRF) to the City Council for the Reservoir #3 Replacement Project. The reservoir, which is located south of the airport near Fairway Loop, has been out of service for over 1-1/2 years due to the failure of the roof structure. The City is also exploring an opportunity for a grant for a solar project near wells 4, 5 & 7 to provide power to the pumps. Upcoming projects include a major water main project on Alder Street from Hawthorne to Elep and the rebuilding of Washington Street from 3rd to 5th Avenue. The Street Shop, which was lost in a fire in June 2015, will be rebuilt this year.

The Commission thanked Eric for his informative presentation.

RJ reported that over the past year he and the Mayor and some Councilmembers have been discussing ways to implement a better process for prioritizing capital projects. A CFP Ad Hoc Committee was formed to review and rank Current Expense capital projects and make recommendations to the City Council. As explained in the draft briefing sheet distributed at the start of the meeting, the committee is comprised of the Mayor, Councilmembers Kyle and Pifer, and the City Planner (copy on file). They met and ranked 14 projects for 2016 and are recommending the three top projects to the City Council for consideration at its February 9th meeting. The projects include (1) build an ADA ramp at City Hall, (2) replace the wading pool, and (3) remodel the Police Department. The ranking process is a planning tool only and is meant to provide guidance to the Council. The request for approval is for conceptual project approval and appropriation of funding.

B. Pedestrian Crossing Flags Downtown.

RJ Keetch reported that the City Council approved pedestrian crossing flags at selected intersections in downtown on a 1-year trial basis. Avrum Baum stated he appreciated the Council's decision and encouraged flags in the vicinity of North 40 Outfitters and McDonalds if the program is successful.

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C. The League of American Bicyclist Report.

RJ Keetch and Lynn O'Connor reported that they worked with Mike Basehart to submit an application to The League of American Bicyclists for a Bicycle Friendly Community Award per the attached briefing sheet and report (copy on file). After reviewing the application, the League of American Bicyclists decided that they would like to encourage further improvements for bicyclists in Colville before being able to present the Bicycle Friendly Community designation. The report identified key recommendations and statistics and the category scores.

D. Other Reports:

RJ Keetch reported that the request for the Colville Warming Center to operate at the American Legion Hall was approved. He advised that North 40 Outfitters recently contacted the Building & Planning Department about a possible expansion project, including an indoor archery center. He has been working with the Park Board to try to do some master planning. RJ referenced the distribution of marijuana maps some time ago and indicated he would have more information about this subject in the future. Relative to the scheduling of meetings, it was a consensus of the Planning Commission to try to meet on a monthly basis.

Councilmember Bill Pifer presented a brief report on the status on the Colville Mountain trail system. He advised that Recreation Coordinator Jake Wilson and City Attorney Charlie Schuerman have been working with a private property owner and have acquired a non-motorized access easement for the road to the cross on Colville Mountain. Jake continues to work on acquiring more permanent access points. Councilmember Anne Lawson added that Craig Newman, US Forest Service Engineer, has volunteered to put together a vision of what the trail system could look like. Anne reported she has been working with Jake on a preliminary grant application for design and construction of a trail system. The deadline for submittal is May 2nd for this 18-month grant.

ADJOURNMENT

As there was no further business, Russ Larsen moved and Lynn O'Connor seconded the motion to adjourn. The meeting was adjourned at 8:42 P.M.