

City of Colville

PLANNING COMMISSION

March 9, 2016

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting on Wednesday, March 9, 2016, in the Council Room at City Hall. Chairperson Jody Hoffman called the meeting to order at 7:02 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: Phil Boyd, Welch Comer Engineers; Ryke Dahlen, Parking Commission Chairman; and Councilmember Bill Pifer. There were no other members of the public present.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of January 27, 2016, had been distributed to each member prior to the meeting. Russ Larsen moved and Lynn O'Connor seconded the motion to approve the minutes as written. Voice vote showed all in favor.

At this time, the Chairperson reordered the agenda to consider public comments. There were no objections.

PUBLIC COMMENT PERIOD

Colville Parking Commission Chairman Ryke Dahlen distributed an update on the Parking Commission (attached and made a part of these minutes). He explained that the Parking Commission currently oversees (6) separate parking lots, of which (3) are city owned and (3) are leased. Two leased lots are in jeopardy of being lost. The Hardwick lot, which is located across from Stephani's, consists of (17) parking spaces. Mr. Hardwick has informed the Parking Commission that he plans to build on the location in the near future. The immediate concern is the Keefe lot, at 2nd & Main Streets, which is for sale. This lot has over 35 parking spaces and is highly used. The Parking Commission would like to purchase the lot and they are currently in negotiation to that end. Upon purchase of the Keefe lot, the Parking Commission would like to pave and upgrade the lot. At that time, they will come to the Planning Commission to review their design plan for compliance with city regulations.

PUBLIC HEARING

Subject: Zoning Ordinance Text Amendment #1-16
Applicant: City of Colville
Proposal: Amend the Zoning Ordinance to provide a review process and clarify development standards for public or private parking lots and sales lots

At 7:10 P.M., Chairperson Hoffman convened the scheduled public hearing to consider Zoning Ordinance Text Amendment #1-16. The Chairperson explained that the purpose of the hearing is to consider an

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amendment to the Zoning Ordinance to provide a review process and clarify development standards for public or private parking lots and sales lots. After reviewing the hearing procedure, the Chairman declared the public hearing open at 7:14 P.M. and requested the staff report.

City Planner RJ Keetch referred to the staff report, which had been distributed to each Commissioner and the applicant prior to the meeting (attached hereto and made a part of these minutes). Mr. Keetch explained that staff and the Planning Commission have been working on proposed language to address concerns about the lack of a review process and proper oversight for the development of parking lots and sales lots. Following informal discussions at several regular meetings and a public informational meeting on January 27, 2016, the Planning Commission requested that staff proceed with the proposed text amendment. At this time, Mr. Keetch requested that the Planning Commission consider changing Table 17.12.070, Parking areas - public or private, on Page 3 of the Text Amendment Application, from an "outright permitted use" in the C-2 (Central Business) District to a "conditional use". This would provide for a more formal review process for parking lots in the Central Business District. There were no objections to the suggested amendment.

RJ Keetch noted a correction on Page 3 of the staff report. Under Findings and Conclusions, delete item #2 because it repeats #1.

There were no communications or petitions to be presented. There was no one in the audience wishing to speak on the issue being heard. Chairperson Hoffman closed the public portion of the hearing at 7:15 P.M.

The Chairperson advised that having reviewed the staff report concerning the proposal, if the Commission is in agreement with the staff report, you may adopt (or adopt with modifications) its findings and conclusions as a basis for your action or you may state your own findings and conclusions.

Avrum Baum moved and Russ Larsen seconded the motion to recommend to the City Council the approval of Zoning Ordinance Text Amendment #1-16, as amended, based on the findings and conclusions outlined in the staff report. Motion passed unanimously.

PUBLIC HEARING

Subject: Zone Boundary Change #1-16
Applicant: Welch Comer Engineers for City of Colville
Proposal: To rezone 10.4 acres of City owned property from R-3 (General Residential) to C-3 (General Commercial)

At 7:17 P.M., Chairperson Hoffman convened the scheduled public hearing to consider Zone Boundary Change #16 by Welch Comer Engineers, representing the City of Colville. She explained that the proposal is to rezone 10.4 acres of city owned property from R-3 (General Residential) to C-3 (General Commercial). Ms. Hoffman reviewed the hearing procedure. None of the Commissioners had a conflict with the appearance of fairness requirements. No one in the audience objected to the participation of the Chairperson or any other Commission member in the proceedings. None of the Commissioners had engaged in communication outside the hearing with opponents or proponents on the issue being heard. Chairperson Hoffman opened the public hearing at 7:19 P.M. and requested the staff report.

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A staff report had been distributed to each Commissioner prior to the meeting (attached hereto and made a part of these minutes). Staff evaluated the request and suggested findings and conclusions were outlined in the staff report. Staff recommends approval of Zone Boundary Change #1-16. At this time, RJ deferred to Phil Boyd, Welch Comer Engineers, for a PowerPoint presentation overviewing the proposals.

Phil Boyd, Welch Comer Engineers, representing the City of Colville, presented the proposals to rezone and short plat the City owned property, generally described as the City Operations Compound. He explained that the City is also proposing to vacate 10th Avenue located east of N. Railroad Street and west of N. Washington Street. Mr. Boyd provided background information and justification for the rezone/short plat/street vacation requests. It was explained that the entire City owned property in the subject area is currently or planned to be used as a public facilities compound. The City maintenance building was destroyed in a fire in 2015. The City proposes to rebuild the building in the same general location. Currently, all of the subject property is zoned R-3 (General Residential). Much of the property has been used as the City maintenance yard and Water Department for years and bears no resemblance to R-3 uses. The City properties are all included in the rezone request in order to avoid spot zoning. The proposed rezone area is contiguous to the C-3 District west of N. Railroad Street, which is consistent with the present uses on the site and the Comprehensive Plan.

Glen Durall requested clarification regarding ~~pubic~~ public (6/08/16) notification. RJ Keetch explained that the subject property was posted and property owners within 300 ft. of the proposals were notified as required. No written comments were received. He noted that approximately six individuals called to inquire if the proposal affected their property and had no objection to the proposals. Mr. Durall inquired if there are any utilities in the 10th Avenue right-of-way that need to be relocated. Municipal Services Administrator Eric Durpos confirmed that there are none.

Jody Hoffman questioned whether consideration has been given to replacing the residential lots that are being lost to commercial. Mr. Keetch explained that the 2017 Comprehensive Plan update will take that into consideration and a new Preferred Land Use Map needs to be adopted to help guide future development.

Eric Durpos explained that the new maintenance building requires a fire sprinkler system. As a result, the Water Department will be replacing an existing 4" water line in Lincoln Street with a new 8" water main into the compound to meet required fire flow to the new building. It was noted that this project is listed on the Water Department's list of capital improvements and has been moved up to meet this need.

There were no petitions or communications to be presented. There was no one in the audience wishing to speak to the issue being heard. Chairperson Hoffman closed the public portion of the hearing at 7:45 PM.

The Chairperson stated that having reviewed the staff report concerning the proposal, if the Commission is in agreement with the staff report, you may adopt (or adopt with modifications) its findings and conclusions as a basis for your action or you may state your own findings and conclusions.

Russ Larsen moved and Avrum Baum seconded the motion to recommend to the City Council the approval of Zone Boundary Change #1-16, as presented, based on the findings of fact outlined in the staff report. Motion passed unanimously.

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PUBLIC HEARING

Subject: Short Plat #16/Vacation and Alteration (Street Vacation) #1-16
Applicant: Welch Comer Engineers for City of Colville
Proposal: Divide 7.01 acres into four (4) lots and Vacation of 10th Avenue

At 7:46 P.M., Chairperson Hoffman convened the scheduled public hearing to consider Short Plat #1-16/Vacation and Alteration (Street Vacation) #1-16. The Chairperson explained that the first request to be considered is the vacation of 10th Avenue. Ms. Hoffman reviewed the hearing procedure. None of the Commissioners had a conflict with the appearance of fairness requirements. No one in the audience objected to the participation of the Chairperson or any other Commission member in the proceedings. None of the Commissioners had engaged in communication with opponents or proponents on the issue being heard. Chairperson Hoffman opened the public hearing at 7:48 P.M. and requested the staff report.

City Planner RJ Keetch briefly reviewed the staff report which had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). RJ explained that the dedication of 10th Avenue was conceived when the adjoining properties were platted for expected residential development. The street does not serve a purpose for the adjoining property. The street is not needed for any contemplated use or for neighborhood circulation or connectivity. He stated that staff reviewed and evaluated the proposal and suggested findings and conclusions were outlined in the staff report. Staff recommends approval of the street vacation request without conditions.

There were no petitions or communications to be presented. There was no one in the audience who wished to speak to the issue being heard. The public portion of the hearing to consider the proposed vacation and alteration (street vacation) was closed at 7:50 P.M.

Chairperson Hoffman stated that having reviewed the staff report concerning the proposal, if the Commission is in agreement with the staff report, you may adopt (or adopt with modifications) its findings and conclusions as a basis for your action or you may state your own findings and conclusions.

Russ Larsen moved and Glenn Durall seconded the motion to recommend to the City Council the approval of Vacation and Alteration (Street Vacation) #1-16, as presented, based on the findings and conclusions outlined in the staff report. Motion passed unanimously.

At 7:54 P.M., Chairperson Hoffman opened the public hearing to consider Short Plat #1-16 for the division of 7.01 acres into four (4) lots and requested the staff report.

RJ Keetch referenced the staff report that was distributed to each Commissioner prior to the meeting (attached hereto and made a part of these minutes). He explained that short plats are normally done administratively under the Type I review process, however staff felt it appropriate to hold a public hearing in conjunction with the street vacation request. He stated that staff reviewed and evaluated the proposal and no impacts were identified. Suggested findings and conclusions were outlined in the staff report. Mr. Keetch stated that staff recommends approval of the proposed short plat without conditions.

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There were no communications of petitions to be presented. There was no one in the audience wishing to speak to the issued being heard. Chairperson Hoffman closed the public portion of the hearing for Short Plat #1-16 at 7:56 P.M.

Chairperson Hoffman stated that having reviewed the staff report concerning the proposal, if the Commission is in agreement with the staff report, you may adopt (or adopt with modifications) its findings and conclusions as a basis for your action or you may state your own findings and conclusions.

Avrum Baum moved and Russ Larsen seconded the motion to recommend approval of Short Plat #1-16, as presented, based on the findings and conclusions outlined in the staff report. Motion passed unanimously.

OLD BUSINESS: There was no Old Business to be presented.

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

REPORTS

RJ Keetch presented the following reports:

- A design charrette is being planned for Heritage Court. The City, in partnership with the Rotary, will be contracting with Studio Cascade and a landscape architect to brainstorm redesign concepts for Heritage Court. He was hopeful of getting people together, including the Planning Commission, to do some visioning. No date has been set. Lynn O'Connor provided some background information about Heritage Court and expressed support for the charrette and efforts to turn it into an open and useable space.
- The deadline for RFP submittal for the strategic planning effort is March 11th. Submittals will be evaluated and a selection made; then the process of engaging participation will begin.
- RJ, the Mayor, Ryke Dahlen, Eric Durpos, and Terry LeCaire had a preliminary meeting to discuss downtown projects/issues. As a result, they are putting together a list of projects/issues that they have identified. It is recognized that there is a need to come up with a downtown plan, get re-focused, and decide how we want downtown to look. RJ felt a solid plan could help the City pursue some projects and explore funding opportunities.
- 14 crossing flags have disappeared since the crosswalk flag program started.
- It has been suggested that the Planning Commission and City Council get together so everyone can brainstorm on where we want to go. RJ suggested maybe the Planning Commission can be invited to the next Council retreat - he will suggest this to the Mayor.
- The State Department of Commerce has agreed to come to Colville and present a Planning Short Course. RJ anticipated that a presentation in June may be possible.

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There was brief discussion regarding the next Planning Commission meeting date. Staff suggested scheduling the next meeting for April 13th. There were no objections.

ADJOURNMENT

As there was no further business to come before the Commission, the meeting was adjourned at 8:12 P.M.