

City of Colville

PLANNING COMMISSION

April 10, 2013

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, April 10, 2013, in the Council Room at City Hall. Vice-Chairperson Alan Bedford called the meeting to order at 7:00 P.M. with a quorum present.

MEMBERS PRESENT: Russ Larsen, Alan Bedford, Brenda Buckner, Terry Cripps, and Dee Hokom. MEMBERS ABSENT: Jody Hoffman. One vacancy exists. STAFF PRESENT: Assistant Planner Melinda Lee and Recording Secretary Susan Davis. OTHERS PRESENT: Lori Matlock.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of February 27, 2013 had been distributed to each member prior to the meeting. Terry Cripps moved and Brenda Buckner seconded the motion to approve the minutes as written. Voice vote showed all in favor.

OLD BUSINESS

A. Continued discussion of potential projects to evaluate for the 2013 amendment process.

As discussed at the previous meeting, Assistant Planner Melinda Lee drafted and distributed proposed RV Park Design Standards and a conceptual RV layout plan for review (copies on file). The draft was compiled using examples from various jurisdictions for the purpose of discussion. Melinda confirmed that RVs are currently allowed as a permanent dwelling in designated Manufactured Home Parks and RV Parks in appropriate zoning districts, subject to the City's new development regulations. Although RV Parks are allowed as a conditional use in the C-3, LI, and OS Districts, we currently have no design standards for them. Melinda stated staff has received some inquiries regarding RV Park design standards and feels it would be beneficial to develop some guidelines prior to any new applications.

Alan Bedford expressed some concern about potential problems with uncontrolled animals in RV Parks and Manufactured Home Parks. He noted there is a law that requires dogs and cats over a certain age to be vaccinated for rabies. He felt some thought should be given to making it a responsibility of the park manager to monitor animals inside the park. Al noted that sometimes people bring pets with them, especially cats, and then leave them at the park when they move on. Melinda pointed out in the draft, item #15(c) proposes that "all animals shall be kept inside the RV or on a leash while inside the park." It was pointed out the City only regulates dogs at this time. Brenda Buckner felt that we have to be cautious about selective enforcement and felt that any new regulations should apply city-wide.

NE Washington Fair Manager Lori Matlock explained that she manages the RV Park at the fairgrounds. Based on her experience, she offered some comments for consideration in the development of RV Park Design Standards. She felt it would be desirable to limit RV Park density by design so that it is impossible to over-fill it. She advised that at fair time the RV Park becomes over-filled with 60+ RVs,

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which requires a lot of management to accommodate everyone. Lori recommended having at least two (2) access points to accommodate emergency vehicles. She felt it should be kept in mind that people who travel often drive “big” motor homes up to a maximum of 45 ft. long or tow 5th wheels, many with tip-outs and awnings, so adequate space needs to be provided to accommodate them. One option suggested to mitigate potential negative impacts would be to prohibit a certain “class” of RV (industry classification) to eliminate older RVs. Lori advised that the RV Park at the fairgrounds allows tent camping, which doesn’t require as many services and is a less expensive alternative; but still requires management. She suggested that Municipal Services and the Street and Fire Departments be consulted regarding minimum standards for water/sewer, streets, and emergency services. She stated that water and sewer hookups should be required for RV spaces and that the park should also provide a dump site for the convenience of the patrons. Lori added that the standards should require all bathrooms/showers to be ADA (Americans with Disabilities Act) compliant.

In response to Lori’s comments, Russ Larsen suggested that it could be seen as discriminatory if certain classes of RVs are prohibited from a park. Terry Cripps felt that if an RV is “street legal” it should be accommodated.

Melinda noted that the proposed draft does not include tent camping because she did not feel that tents are classified as RVs. An on-site park manager would be required 24 hours per day, seven days per week. One space would be reserved for the location of the one-site live-in manager, which Melinda found to be typical in other jurisdictions.

Some discussion ensued concerning the proposed language for RV site design, which states “Each individual recreational vehicle site shall be constructed in a manner that will support the weight of the RVs and associated vehicles.” Melinda suggested that materials may be 4” crushed gravel, compacted, concrete, or other suitable surface that would provide a hard foundation. Asphalt is not recommended since it is pliable and cause the unit to sink into the pad. Based on his observation, Terry Cripps felt concrete pads are better. He mentioned that the RV Park at Two Rivers Casino is set up very well with lots of space to accommodate patrons with varying sizes of RVs and suggested it as a reference for more research. Brenda Buckner expressed concern about soil preparation and suggested that there be some reference to soil compaction. She felt that gravel should be required at a minimum, recognizing that more than 4” might be needed based on soil conditions; and then let the park developer propose surface material. Lori discouraged the use of concrete because of the expense, which includes proper site preparation. It was recognized that further research is needed relative to RV sites.

As drafted, item (4) would require that each RV site be designed for “pull through” for easier maneuverability of setting up and removing the RV. Each site would have at least 1 parking space. At least 1 additional parking space for every 4 sites would be provided for visitors and special parking may be provided for trailers, boats, or additional vehicles that are in tow. Based on her experience, Melinda recommended having one-way roads and not allow any on-street parking. She felt the pad should accommodate 1 or 2 vehicles, plus additional parking spaces designated around the park for visitors should be sufficient. As proposed, each site will have to provide electricity, water, and sewer hookups.

Relative to the proposed road standards, Melinda explained that the proposal includes internal park roads. As drafted, “All internal park roads shall be privately owned and maintained. They shall be constructed to all-weather standards, as approved by the city engineer.” Minimum improved widths were suggested

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for one-way and two-way roads with and without parking ranging from 11 feet to 34 feet. Melinda recommended 20 ft., which appears to be the minimum for emergency vehicles. Lori suggested that the road surfaces within an RV Park be “road ready” (adequate base, compacted) and properly drained.

Discussion followed regarding landscaping and screening. Melinda referenced item (10) which would stipulate that visual screening and landscaping would be required in perimeter setback areas and open space. Some flexibility is drafted into the regulations to allow “suitable ground cover, shrubs and trees; provided they are installed prior to the first occupancy and are of such species and size as would normally fulfill a screening function within 5 years of being planted.” Dee Hokom questioned whether it would be possible to require larger trees because it takes a long time for some species to grow large enough to be an appropriate screen. It was a consensus of the Commission to require a percentage of the site to be set aside and maintained for open space, as proposed.

Al felt that the designer of a park should be able to present a proposal justifying the size of proposed sites, which could limit some RVs. He questioned whether there are any specific codes that regulate RV parks that could be used for reference. It was also suggested that additional research on the internet might be helpful, i.e., Two Rivers Casino RV Park or others that are known. Dee expressed the feeling that the stricter the regulations, the better to ensure a quality development.

Brenda referred to the proposed “accessory uses” and stated she is uncertain about allowing convenience stores in RV Parks in our small town. Russ stated he did not like the idea of restricting customers to the occupants of the park – he felt that could be a potential property rights issue. Terry pointed out that convenience stores would promote the economy and suggested that the size of the structures could be limited. Melinda noted that convenience stores do not have to be permitted.

Based on the comments received, Melinda and Brenda indicated a willingness to work together to come up with another draft and a visual layout, to scale, to present to the Commission. The Commissioners expressed the desire to keep the process moving forward and requested an informational update at the next regular meeting, which is scheduled for April 24th.

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

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Dee Hokom and Terry Cripps asked if there are any plans to stripe bike lanes on E. Hawthorne Avenue. They felt there is a real need for them, noting that many students ride their bikes along that street to school. Melinda advised that she had inquired about that to the Street/Park Superintendent but has not received a response. She offered to follow up on the question again.

Melinda reported that staff is working on some new double-sided signs for pedestrian crossings and is proposing to install some on Wynne Street on a trial basis. The signs will go in the middle of the street and will say “Stop for Pedestrians Crossing.” They are designed to be glued to the street and if they are hit they fold over and then bounce back up.

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Melinda reported that one permit has been issued for beekeeping. Don Strand applied for a permit and through the public notification process a neighbor submitted an objection. Advice from the Municipal Research Service Center (MRSC) indicates that as long as Mr. Strand can comply with the adopted regulations, his application cannot be denied. Mr. Strand is aware of the objection and is seeking ways to mitigate any potential health or safety issue. Melinda also reported that there have been several applications submitted for the keeping of chickens and she has issued 4-5 permits to date. She indicated that there is some confusion about the 40 sq. ft. per chicken recommended in the regulations and felt it may need to be refined in the future. As discussed at the previous meeting, the Planning Commission confirmed that a minimum of 40 sq. ft. per chicken is the intent and requested that Melinda continue to enforce that.

ADJOURNMENT

As there was no further business, Russ Larsen moved and Dee Hokom seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:33 P.M.