

City of Colville

PLANNING COMMISSION

June 12, 2013

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, June 12, 2013, 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: Terry Cripps, Alan Bedford, Brenda Buckner, Jody Hoffman, and Russ Larsen. MEMBERS ABSENT: Dee Hokom. One vacancy exists. STAFF PRESENT: Assistant Planner Melinda Lee and Recording Secretary Susan Davis. OTHERS PRESENT: Dee McMillan.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of May 8, 2013 had been distributed to each member prior to the meeting. Russ Larsen moved and Alan Bedford seconded the motion to approve the minutes as written. Voice vote carried unanimously.

OLD BUSINESS

- A. Informational discussion regarding proposed design standards for Recreational Vehicle Parks as a text amendment to the Zoning Ordinance.

Draft RV Park Design Standards had been distributed to each member and were available to the public prior to the meeting (attached hereto and made a part of these minutes). Assistant Planner Melinda Lee explained that the purpose of tonight's discussion is to gather input from the public concerning the draft design standards for Recreational Vehicle Parks as a text amendment to the Zoning Ordinance. The formal review process requires this informational meeting to be held at least 30-days prior to a public hearing before the Planning Commission.

Melinda reviewed the latest revisions to the draft which included reformatting for consistency with the Zoning Ordinance and Colville Municipal Code. Underlined text was added based on discussions at the previous meeting. She stated she did not change Section D.1 but suggested adding language for clarification, such as "For increments of 100 RV parking pads, or a portion thereof available restroom facilities are to be provided as noted above". Section E.7 the words "Uniform Building Code" were deleted and replaced with "*International Building Code*" which is the current code. Melinda noted that changes can still be made to the draft up to the point of forwarding a recommendation to the City Council.

Ms. Lee advised that she will complete the SEPA environmental checklist for presentation to the Technical Review Committee on June 18th for a threshold determination. The checklist will be distributed as required with a 14-day public comment period, which will expire around July 5th. The proposed draft must be submitted the Department of Commerce for review at least 60 days prior to adoption. A public hearing before the Planning Commission could be scheduled on July 24th with a recommendation being forwarded to the City Council for action in August. No one objected to setting the public hearing for July 24th; however Russ Larsen advised that he would be late due to a schedule conflict.

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Brenda Buckner felt relative to Section A.6., Parking, subsection b, the term “on-street” is confusing because internal park roads are not city streets. Melinda confirmed it is the intent not to allow parking on internal park roads. It was requested that the terminology be changed to clarify the intent.

Melinda provided clarification relative to Chapter 17.70.030, Section C, explaining that not all zoning districts allow RVs as permanent dwellings even though they may allow RV Parks.

Terry Cripps questioned whether consideration could be given to allowing smaller RV facilities to be developed under less restrictive standards, while still providing adequate area, services, etc. For example, he felt an organization like the Eagles may want to develop less than 10 RV spaces for members only, which wouldn't necessarily be a commercial operation. In the discussion which followed some concerns were expressed regarding how to develop and justify different regulations for small vs. large parks.

Dee McMillan, 1818 Fairway Loop, Colville, WA provided input regarding the proposed draft RV Park Design Standards. Mrs. McMillan introduced herself as a representative of the Dominion Meadows Athletic Association (DMAA), which has the lease and controls the golf course. In regards to small vs. large parks, she suggested that the regulations could outline minimum standards for all RV parking but stipulate that if the park is “larger” then “these additional standards would apply” and list them such as restroom facilities and showers.

At this time, Mrs. McMillan explained that the DMAA desires to lease area from the Elks to develop a small RV Park. The intent is to try to encourage patrons to stay longer and enjoy the recreational opportunities and local amenities as well as provide income for the golf course. She noted that currently RV parking is allowed in the parking lot and during golf tournaments it is especially packed with RVs. Dee presented a very conceptual proposal for a 6-space RV Park at the golf course, with 1 sewer dump station, water service, and electrical pedestals. Because the plan is not to encourage long term stays, she felt that 1 dump station should be adequate. The proposal does not include tent camping. Dee distributed a drawing and maps of the potential layout showing the location of the parking pads with a one-way gravel internal road to serve the spaces (copy on file). This would be a seasonal operation tied to the opening and closing of the golf course (March – October). The proposal would be to have an on-site host who would manage the park. Dee recognized that an RV Park proposal in the Open Space District would have to go through the conditional use permit process for approval.

Dee questioned whether a licensed engineer would have to be hired to do a design plan if they can demonstrate to the city engineer that the minimum standards can be met. Based on her observations, it appeared to her that the soil is pretty solid in that area and would not be disturbed much. Dee pointed out any liability would be with DMAA if they are successful in securing a lease with the Elks.

Brenda stated that even though Mrs. McMillan's proposal is very “conceptual” it would appear to be very close to complying with most of the proposed design standards. Concerning the requirement for an engineered plan, Brenda felt that at least a geo-technical report would be advisable.

The Commissioners indicated that they liked the conceptual plan. Based on his experience driving truck, Terry Cripps added that the design appears to be very safe and maneuverable. Brenda liked the loop because it could easily accommodate emergency vehicles, such as a fire truck.

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Melinda pointed out that tonight's discussion is not to determine whether Mrs. McMillan's conceptual proposal could be approved but whether or not smaller proposals should be considered on a different scale. She questioned whether the draft design standards should be modified.

Brenda commented that this could be an opportunity to look at a smaller project and refine the regulations to address issues that it brings up. She suggested that some language could be added to the existing draft; for example, providing for some leniency in the restroom requirements for 10 units or less.

Melinda Lee pointed out that legally we don't have to provide bathrooms because they are usually in the RV unit. The intent is to be able to provide a facility if for some reason a patron has no other option. Dee stated if it becomes an issue there may be a way to access the two downstairs bathrooms at the Elks Lodge. Currently there is a womens bathroom with a toilet and sink and a mens bathroom with a toilet, sink, and shower – both are ADA compliant. She felt, if necessary, the on-site host could give out a key. Terry noted that most recreational vehicles have bathrooms/showers in them. It was the general feeling of the Commissioners that it would be desirable to have at least a toilet and a sink available 24/7 as a backup for patrons.

Melinda asked Dee if there are any other standards that she felt might prevent achieving the proposed conceptual plan. Dee identified the requirement for a fire hydrant – she was uncertain where the nearest fire hydrant is. She advised that the proposal does not include additional lighting noting that lighting in the vicinity may be on the end of the cart shed. Terry Cripps brought up the possibility of using solar lights as an alternative in the summer. Everyone agreed that passive lighting would be desirable.

Brenda brought up the requirement for perimeter fence/landscaping. It was felt that existing trees and vegetation in the area of the conceptual proposal can provide adequate landscaping and screening. It was pointed out that due to the elevation the park would not be highly visible to the surrounding area. Melinda commented that it is not likely that a perimeter fence would be required in this circumstance. Dee felt if it is necessary to provide a little screening between the two closest houses more evergreens could be planted.

Mrs. McMillan concluded that if the Elks grants DMAA permission to develop the proposed RV Park, she would like to proceed with the conditional use permit (CUP). If the CUP is approved she plans to do some fund raising for future development of the park. Melinda advised that CUP approval is valid for 1-year with a possible 1-year extension as long as the applicant can show that progress is being made.

In the discussion which followed Brenda brought up the point about whether engineering should be required for small RV Parks. Melinda Lee suggested retaining the requirement for a licensed engineered site design as she felt it was important for the safety factor.

Regarding possible modifications to the draft to address small vs. large RV Parks, it was felt that language could be added to Section D. Brenda suggested, for example, *“For 10 or less units, 24-hour access shall be provided to at least one on-site ADA accessible bathroom with a toilet and sink.”*

There was some concern expressed about the requirement for a 5-foot side yard setback. Terry questioned whether it would be desirable to have more area required around pads where RVs are allowed

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as a permanent dwelling. Melinda suggested rewording Section A.2.a to read “Each RV parking pad shall be a minimum of 20 feet wide by 40 feet long with a “minimum” five (5) foot setback on each side...”

Brief discussion followed relative to tent camping. Brenda voiced concern about how to keep parks from “packing in the tents”. Jody Hoffman expressed the opinion that it should be up to the park owner whether or not to provide for tent camping. In conclusion it was the general feeling that the RV Park design standards are intended to apply only to recreational vehicles and no changes should be made to the draft.

Melinda distributed a sample diagram drawn by Brenda Buckner illustrating what can be developed on a 2 acre parcel based on the design standards (copy on file). Melinda suggested the diagram could be attached to the adopting ordinance in the future for informational purposes.

NEW BUSINESS

A. Annual amendment process.

Melinda Lee advised that during the annual amendment cycle she would like to present some possible changes to the regulations for the keeping of chickens and bees based on recent public input. She stated that she may also have some changes to propose relative to temporary use permits (TUP) to provide more clarification on policies and refine enforcement. As requested, she presented a status report on the TUP for Lifeline Ministries, which holds church services in leased space at Stephani’s, in the C-2 District.

B. Next meeting date.

Melinda requested that the June 26, 2013 and July 10, 2013 meetings be cancelled due to a lack of business requiring action. The next meeting of the Planning Commission will be held on July 24, 2013 to hold a public hearing on the proposed RV Park Design Standards as a text amendment to the Zoning Ordinance.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Melinda reported on active building projects including the new Hudesman House Senior Apartments, Super 1 Foods interior remodel, the Dominion Distillery on Main Street, and a new dwelling at 2nd & Cedar Streets.

Terry Cripps indicated that he had been asked who was responsible for repairing a big hole in the asphalt in the driveway at the kidney dialysis center. Melinda responded that the property owner would be responsible for fixing the hole if it is on private property.

ADJOURNMENT

As there was no further business, Alan Bedford moved and Russ Larsen seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:28 P.M.