

City of Colville

PLANNING COMMISSION

July 8, 2015

7:00 p.m. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting of Wednesday, July 8, 2015, 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, Avrum Baum, and Paul Wade. Two vacancies exist. STAFF PRESENT: City Planner RJ Keetch and Recording Secretary Susan Davis.

INTRODUCTIONS

Three new members to the Planning Commission were welcomed. Introductions of Commissioners and staff followed.

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

NEW BUSINESS

A. Election of Officers per Bylaws, Article III.2.

Jody Hoffman was nominated for the position of Chairperson. Russ Larsen moved and Avrum Baum seconded the motion to elect Jody Hoffman as Chairperson. Voice vote carried unanimously.

Russ Larsen was nominated for the position of Vice-Chair. Paul Wade moved and Jody Hoffman seconded the motion to elect Russ Larsen as Vice-Chair. Voice vote carried unanimously.

B. Strategic planning & visioning.

City Planner RJ Keetch explained that the Mayor and planning staff have identified a need to initiate a visioning process with strategic goals that drive economic development based on capital improvements and resource allocation.

Mr. Keetch distributed a memorandum dated July 8, 2015 and informational material regarding strategic planning and visioning (attached hereto and made a part of these minutes). He advised that the City has been awarded a \$24,000 CDBG grant to create a Strategic Plan. The Strategic Plan will be a big picture document that helps the City direct its resources toward a clearly defined vision for its future. Although a consultant will be hired to help guide the process, it is recognized that community buy-in and strong leadership is the most important part of any strategic planning effort.

A Request for Proposals (RFP) for a Strategic Plan had been drafted and was provided for information. RJ requested that the Commissioners especially review Page 3 of the RFP covering “What the City is looking for” and provide him with feedback. A deadline for comments was set for July 17<sup>th</sup> with the understanding that discussion on this item would be continued to the August 12, 2015 regular meeting.

In discussion which followed the City Planner indicated that the Planning Commission’s role could be to help develop a narrow scope for the planning process and help educate the public about the planning

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effort. Planning Commission members expressed a willingness to help make a presentation to the City Council if needed. Paul Wade felt that the suggestions on Page 3 of the RFP are good and could be further refined. He noted that questions that need to be answered during the visioning and planning process are “What is Colville going to be in the future that is sustainable? What are we going to do today to make sure that we are still here 15-20+ years from now?” It was recognized that the consultant will need to know what we want delivered.

PUBLIC COMMENT PERIOD: There were no public comments.

## REPORTS

RJ Keetch distributed a 2014 & 2015 Construction Activity Comparison for the period January through June along with the June 2015 Building & Planning Department Report for information. The reports included activities and accomplishments as well as the Department vision, goals and objectives (copies on file). An updated Zoning Map was distributed showing the current city limits and zoning designations (copy on file).

Mr. Keetch reported that a marijuana retail shop has been established at 1040 N. Highway, which meets all of the state requirements. Other reports included the completion of the Hewescraft expansion project, which included landscaping and screening. Saundra’s Furniture is expected to be completed mid-November. The City Council recently approved a request from the Chamber of Commerce to put planters & benches on Main Street. RJ indicated that a program for downtown revitalization called “The Main Street Program” may be explored as a means to focus on downtown issues. He advised that a conceptual proposal for a new brewery/restaurant on a vacant parcel on S. Main Street, north of Zip’s, was recently submitted for staff review and comment. The City sold the old County Shop, which will be the new location for Colville Tire. Davita Dialysis Center is being developed in the old liquor store on Ponderosa Road, which is an additional facility in the community. A new vision center will be opening in Walmart in September.

There was brief discussion regarding the Planning Commission meeting schedule. It was a consensus to cancel the July 22, 2015 meeting and schedule the next regular meeting for August 12, 2015.

## ADJOURNMENT

As there was no further business, Paul Wade moved and Russ Larsen seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:05 p.m.