

City of Colville

PLANNING COMMISSION

July 24, 2013

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, July 24, 2013, in the Council Room at City Hall. Vice-Chairman Alan Bedford called the meeting to order at 7:10 P.M. without a quorum present. It was noted the Russ Larsen is expected to arrive around 8:00 P.M.

MEMBERS PRESENT: Brenda Buckner, Alan Bedford, and Dee Hokom. Russ Larsen arrived at 8:03 P.M. MEMBERS ABSENT: Jody Hoffman and Terry Cripps. One vacancy exists. STAFF PRESENT: Assistant Planner Melinda Lee, Director of Building & Planning Jim Lapinski, and Recording Secretary Susan Davis. OTHERS PRESENT: Dee McMillan.

MINUTES OF PREVIOUS MEETING

Due to the lack of a quorum, approval of the minutes of June 12, 2013 was deferred until later in the meeting, pending the establishment of a quorum.

PUBLIC HEARING

Subject: Zoning Ordinance Text Amendment #1-13

Applicant: City of Colville

Proposal: To amend the Zoning Ordinance by adding Chapter 17.70,
providing for design standards for Recreational Vehicle (RV) Parks

At this time, the public hearing was continued until later in the meeting, pending the establishment of a quorum.

Dee McMillan provided further input relative to the proposed RV Park design standards as they relate to the conceptual plan for a 6-space RV Park at the golf course that she presented at the June 12, 2013 meeting. Ms. McMillan had the following comments:

- The proposed RV Park design standards would require a minimum pad length of 40 ft. Based on the proposed site, it would be difficult for them to meet that standard. They are proposing a maximum length of 32 ft. Sufficient space would be provided between pads for parking tow vehicles. Oversized vehicles would be able to park in the Elk's parking lot.
- The proposed RV Park design standards would require individual water and sewer hookups to each RV parking pad. Based on the size of the proposed RV Park, they are proposing to provide only water and electricity hookups. A sewage dump station and a water station, connected to the City system, would be provided elsewhere on the property for patrons.
- The proposed RV Park design standards would require individual waste bins based on the number of parking pads. She felt the standard was excessive for a small RV park and stated they are proposing to provide one (1) commercial container for all patrons.

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At this time, Director of Building & Planning Jim Lapinski responded to Ms. McMillan's concerns about the proposed RV park design standards. It was pointed out that RV parks are required to get a conditional use permit from the Zoning Board of Adjustment. He indicated that the Zoning Board of Adjustment has the authority and flexibility during the review process to make administrative adjustments based on individual circumstances. He suggested that the types of issues identified by Ms. McMillan could be considered by the Zoning Board of Adjustment without having to make changes to the RV Park design standards.

Assistant Planner Melinda Lee referenced examples of designated areas within RV parks from Jody Hoffman, which were distributed to each member prior to the meeting (attached hereto and made a part of these minutes). The examples were provided for information only, to show the variations that could be used in designing an RV park.

Following some discussion regarding tent camping, it was felt that it would be desirable to include a definition for "tent" and a definition for "accessory" use to verify the intent of the RV park is clearly for the RVs and not a "campground."

At 8:03 P.M., due to the arrival of Russ Larsen, Vice-Chairman Bedford noted the establishment of a quorum.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of June 12, 2013 had been distributed to each member prior to the meeting. Dee Hokom moved and Russ Larsen seconded the motion to approve the minutes as written. Voice vote showed all in favor.

PUBLIC HEARING (continued)

Subject: Zoning Ordinance Text Amendment #1-13

Applicant: City of Colville

Proposal: To amend the Zoning Ordinance by adding Chapter 17.70,
providing for design standards for Recreational Vehicle (RV) Parks

Vice-Chairman Alan Bedford convened the scheduled public hearing to consider Zoning Ordinance Text Amendment #1-13. After reviewing the hearing procedure, the Vice-Chairman declared the public hearing open at 8:06 P.M. and asked for the staff report.

Assistant Planner Melinda Lee presented the staff report, which had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). Copies were available to the public. She explained that currently the City does not have specific design standards for recreational vehicle (RV) parks. In 2012, the Zoning Ordinance was amended to expand the allowance for RV parks within the C-3 (General Commercial) District and retain their allowance within the LI (Light Industrial) and OS (Open Space) Districts. The amendment also included stipulations for allowing RVs as permanent dwelling units within an established manufactured home park or RV park, in accordance with recently adopted state legislation. Adopting design standards will provide a means to monitor the density and intensity of proposals and protection of critical areas by imposing specific setbacks and landscaped, open space requirements, and other mitigation measures, as deemed necessary.

As outlined in the staff report, Ms. Lee advised that text amendments to the development regulations are a Type V Legislative Process, in accordance with Chapters 17.96 and 17.108 of the Zoning Ordinance. During 2013, the proposed RV park design standards were discussed at a series of Planning Commission meetings to allow for public participation. At a public information meeting held on June 12, 2013, one member of the public (Dee McMillan) was in attendance and proposed alternate standards for smaller RV parks. Environmental review was conducted and a checklist completed in accordance with WAC 197-11 and the Colville Environmental Ordinance. A Determination of Non- Significance (DNS) was issued. Public notification was provided as required by the Colville Municipal Code. Lori Matlock, Manager of the NE WA Fairgrounds, submitted comments as outlined in the staff report. The Department of Commerce received the draft amendment within the required 60-day timeline and no response has been received to date.

Based on continued comments and further staff review of the National Fire Protection Agency (NFPA) Standards, Ms. Lee presented changes made since the last meeting, shown as underlined text on Pages 3 through 8 of the staff report. Based on the criteria listed in Chapter 17.96 of the Zoning Ordinance, Melinda reviewed the suggested findings of fact on Pages 8 & 9 of the staff report, which justify the proposal. She stated that staff recommends approval of the proposed text amendment to the Colville Zoning Ordinance by inserting Chapter 17.70, to be known as “Recreational Vehicle Parks.”

The Vice-Chairman requested any communications or petitions on the issue being heard. Melinda recapped the comments submitted earlier in the meeting by Dee McMillan relative to smaller RV parks:

- Minimum dimensions of a parking pad and tow vehicle parking -- Ms. McMillan requested some leniency in the length. She also proposed allowing tow vehicles to park in areas other than on the pad. Melinda noted that the NFPA Standards say you need to provide space for the RV and the parking, but it doesn't have to be on the same pad.
- Required water and sewer hookups to each pad -- Ms. McMillan requested that consideration be given to allowing only water and electricity hookups per pad if a dump station is provided for the park patrons. Melinda stated the NFPA Standards indicate that a dump station and a water station hooked to the City system is acceptable. Per the draft design standards, water storage tanks and sanitary waste stations will have a minimum of 50-ft. separation.
- Refuse containers – Ms. McMillan proposed to provide only one commercial container for park patrons. Melinda advised that she contacted Sunshine Disposal and they recommended one (1) commercial container for up to 10 parking pads.

Following brief discussion relative to Ms. McMillan's comments, the Commission felt that no changes to the proposed standards are necessary as it appears the Zoning Board of Adjustment has the flexibility to consider design alternatives during the conditional use permit process.

At 8:42 P.M., the Vice-Chairman asked to hear from anyone wishing to comment on the issue being heard. Hearing none, the public testimony portion of the hearing was closed and opened to Commission discussion and voting.

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A concern was expressed about maintaining the required setbacks and it was suggested that RV pads or tent pads should not be allowed closer than 20 ft. to a property line. It was a consensus to have staff make the change to item A.3.a., on Page 4, as suggested.

It was suggested that further clarification is needed in item E.8., on Page 7, which states in part that "Approved propane grills will be permitted." The Commission requested that staff do some research and find out "who" approves propane grills and add that to this item for clarification.

Following discussion concerning tent camping, staff was requested to review examples of a definition for "tent" from the Building Code and other jurisdictions for possible inclusion. It was a consensus to change item E, on Page 8, to state "Tent camping ~~will~~ may be permitted as an accessory use ~~or as a paid primary use~~," It was recognized that especially bicyclists seem to use RV parks for tent camping, which creates a need for separate restroom and/or shower facilities. Jim Lapinski suggested that a judgment could be made during the conditional use permit review process as to tent camping and sufficiency of services based on individual proposals.

Relative to ADA Standards for parking, restroom, and shower facilities, it was a consensus to include the reference to alert developers that they need to meet ADA Standards, which is a federal law.

It was questioned whether speed limits should be recommended for the private roads. It was felt that this is a safety issue that the Zoning Board of Adjustment could deal with during the conditional use permit review process.

Melinda noted that there are numerous changes that have been suggested during tonight's discussion that will need to be incorporated into the proposed draft for final submittal at the August 14th meeting. At that time, if the proposal is approved, the Planning Commission could make a recommendation to the City Council.

Dee Hokom moved that staff make the suggested changes and email the revised draft RV Park Design Standards to the Planning Commission members for a response prior to finalization. Russ Larsen seconded the motion and voice vote showed all in favor.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS

A. Discussion regarding potential amendments for the 2013 Comprehensive Plan/Development Regulations docket

Melinda Lee distributed a summary of potential actions and a timeline for dates for the 2013 Comprehensive Plan/Development Regulations docket (attached hereto and made a part of these minutes). Pursuant to the Colville Zoning Ordinance, the City will review and evaluate Comprehensive Plan amendment proposals annually. Public notice will be given that amendments may be submitted at any time and will be docketed for consideration during the annual review process. The deadline for submittal is September 30th.

Melinda identified the following potential actions:

- 1) Comprehensive Plan amendments:
 - Executive Summary, prepared by Jim Lapinski, Planning Director
 - Update Figure 5.1, Transportation System, to change some street classifications
- 2) Development Regulation amendments will be to Chapter 17, Zoning Ordinance, based on legislative changes and staff recommendations based on public input:
 - Temporary Use Permit regulations
 - Keeping of Chickens regulations
 - Beekeeping regulations
 - Preliminary Plat/Final Plat time frames

A timeline to achieve the amendment process was provided for information.

Dee Hokom moved that the proposed timeline be accepted as presented. Russ Larsen seconded. Motion passed unanimously.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Melinda reported that a citizen had suggested that consideration be given to having a central public bulletin board available somewhere where yard sale signs could be posted for the convenience of the public.

ADJOURNMENT

As there was no further business, Dee Hokom moved and Russ Larsen seconded the motion to adjourn. There were no objections and the meeting was adjourned at 9:04 P.M.