

City of Colville

PLANNING COMMISSION

August 12, 2015

7:00 p.m. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting of Wednesday, August 12, 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, Avrum Baum, and Paul Wade. MEMBERS ABSENT: Glen Durall. Two vacancies exist. STAFF PRESENT: City Planner RJ Keetch and Recording Secretary Susan Davis.

MINUTES FROM PREVIOUS MEETING

The minutes from the previous meeting of July 8, 2015 had been distributed to each member prior to the meeting. Russ Larsen moved and Paul Wade seconded the motion to approve the minutes as written. Voice vote showed all in favor.

OLD BUSINESS:

A. Continued discussion concerning strategic planning effort.

City Planner RJ Keetch distributed informational material and a flow chart concerning the strategic planning and visioning effort (attached hereto and made a part of these minutes). He thanked the Planning Commissioners for their comments on the draft Request for Proposals (RFP), which had been distributed to each member prior to the meeting (copies on file).

Mr. Keetch explained that he met with the Mayor and Paul Wade to review the flow chart. Based on direction from the Mayor, RJ advised that the focus of the CDBG grant will now be on a capital spending strategy rather than starting with community visioning. He referred to the flow chart which suggested how the grant could be used to define a capital planning process. The process will be usable for eventual alignment of Community Vision and City Strategic Plan, which meets the City Council's goals. Paul Wade agreed with the new approach and pointed out that the consultant can help develop a strategic process for prioritizing capital projects.

RJ reported that he is rewriting the Request for Proposals (RFP) to focus on the capital planning process and hopes to distribute it for review and comment at the next Planning Commission meeting.

It was a consensus of the Commission to proceed with the capital planning effort as proposed by the City Planner.

NEW BUSINESS

A. Discussion concerning capital facilities planning.

RJ Keetch reiterated the need for a strategic capital facilities planning process. Being new to his position, it was his understanding that the current capital facilities planning process apparently has not been working well. For 2016, the department heads have been requested to submit their proposed capital

DRAFT

PLANNING COMMISSION

August 12, 2015

Page 2

projects including justification based on the City Council's goals and statements regarding compliance with the Comprehensive Plan. The current review process requires prioritization of projects and recommendations to the City Council for consideration during its annual budget process. RJ Keetch stated that he envisions the Planning Commission participating in the process of review and recommendation of capital projects. Jody Hoffman supported involvement by the Planning Commission noting that it has not participated much in capital facilities planning in the past.

B. Discussion concerning the development of public or private parking lots and sales lots.

Mr. Keetch explained that several City Councilmembers expressed concern about the Booth & LaDuke (Country Chevrolet) automobile sales lot on property located south of Elep Avenue, between Wynne & Washington Streets, which was apparently developed without adequate oversight from City staff. There are concerns about potential problems with storm water drainage due to the lack of sidewalks and curbs on Washington Street. RJ displayed a photo illustrating the automobile sales lot (copy on file). He stated that currently there is no planning approval or permit process for the development of "stand-alone" parking lots and sales lots. He suggested that staff could draft some text amendments to the Zoning Ordinance to address these concerns and requested direction from the Planning Commission.

Based on personal experience as a developer, Avrum Baum requested that consideration be given to possibly providing incentives, partnerships, or cost sharing for required improvements to help off-set some of the developer's cost. He felt that the on-site improvements (sidewalks/curbs, landscaping, lighting, etc.) often benefit the community as a whole not just the associated development. Paul agreed that maybe we should consider providing an opportunity or process for the developer to request an alternative to the standards or flexibility when appropriate.

Following brief discussion, it was a consensus of the Commission to request staff to develop draft regulations to address the development of parking lots and sales lots for consideration at a future meeting.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

RJ distributed the July 17, 2015 Historic Preservation Commission minutes for information.

There was brief discussion regarding the Planning Commission meeting schedule. It was a consensus to cancel the August 26, 2015 meeting and schedule the next regular meeting for September 9, 2015.

ADJOURNMENT

As there was no further business, Russ Larsen moved and Paul Wade seconded the motion to adjourn. There were no objections and the meeting was adjourned at 7:50 p.m.