

City of Colville

PLANNING COMMISSION

August 14, 2013

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, August 14, 2013, 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: Russ Larsen, Jody Hoffman, Brenda Buckner, and Dee Hokom. MEMBERS ABSENT: Terry Cripps and Alan Bedford. One vacancy exists. STAFF PRESENT: Director of Building & Planning Jim Lapinski and Recording Secretary Susan Davis. OTHERS PRESENT: Jenny Lytle.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of July 24, 2013 had been distributed to each member prior to the meeting. Russ Larsen noted a correction on Page 4, paragraph 6, line 2, change “incorporate” to “*incorporated*”. Russ Larsen moved and Dee Hokom seconded the motion to approve the minutes as corrected. Voice vote showed all in favor.

PUBLIC HEARING (continued from July 24, 2013)

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 7:02 P.M., Chairperson Jody Hoffman reconvened the public hearing continued from July 24, 2013 to consider Zoning Ordinance Text Amendment #1-13. The proposal is to amend the Zoning Ordinance by adding Chapter 17.70, providing for design standards for Recreational Vehicle (RV) Parks. Based on input received during the public testimony portion of the previous meeting, the Chairperson explained that the RV Park Design Standards were revised and distributed to each member and made available to the public prior to this meeting (attached hereto and made a part of these minutes). Chairperson Hoffman stated now that the Commission has reviewed the documents (staff report and revised RV Park Design Standards) concerning this proposal, this subject is open for discussion of findings of fact and conclusions by the Commission members.

Director of Building & Planning Jim Lapinski briefly reviewed the changes incorporated into the revised design standards for Recreational Vehicle (RV) Parks. Brenda Buckner questioned whether further discussion was in order regarding the designation of areas for permanent RVs and tent camping. Staff pointed out that RV Parks require approval of a conditional use permit from the Zoning Board of Adjustment. Mr. Lapinski explained that the Board of Adjustment has the authority and flexibility during the review process to make administrative adjustments based on the scope of the project and individual circumstances. Once adopted, Chapter 17.70 will define minimum standards for RV Parks and serve as a guide for the Zoning Board of Adjustment. No further changes to the draft were suggested.

Brenda Buckner moved and Dee Hokom seconded the motion to recommend to the City Council that Zoning Ordinance Text Amendment #1-13 be approved, as revised, and that the findings of fact on Pages 8 & 9 of the July 19, 2013 staff report be adopted as a basis for the decision. Voice vote passed unanimously (4-0).

#### OLD BUSINESS

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

- Discussion regarding potential amendments to the standards for Temporary Use Permits in Chapter 17.84.

Draft amendments to Section 17.84.030, Action of review authority, and Section 17.84.040, Time limits, had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes).

Jim Lapinski explained that temporary use permits are processed as a Type I application, requiring administrative approval. He stated based on the lack of clear direction in the ordinance, the staff is recommending adding language to Section 17.84.030, Action of review authority, to state that “An agreement within the temporary use permit approval will include a stipulation that the city shall have the right to summarily remove the use, if the property owner and/or occupant does not vacate the premises prior to the expiration of the permit.” The intent being to ensure the “temporary” nature of the use and eliminate the opportunity for someone to keep applying for the same temporary use permit. Jim provided examples of temporary use permits that have been approved in the past including car fairs, church services in buildings other than churches, and carnivals or circuses, which are generally weekend events.

Mr. Lapinski also noted that staff recommends adding language to require “A bond in the amount of \$500 shall be included, in addition to the temporary use permit fee, which will be returned at the time the use has been appropriately terminated. If the city must proceed with summary abatement, the bond will not be returned.” Jim pointed out that it is difficult to try to determine all the types of temporary use permits that might be applied for and what might need to be abated in the future. He suggested if in the future it becomes too cumbersome for people and/or too much of a financial burden, this section could be revisited.

Amendments to item A., Section 17.84.040, Time limits, were suggested by staff for clarification. As outlined in the draft, “A temporary use permit shall be valid for the time specified on the approval or a maximum of six months, if not otherwise specified. A written request for a one-time extension up to six months ~~extension~~ may be submitted prior to the written expiration date; which may be approved by the administrative official if the administrative official finds that the facts and/or other circumstances on which the temporary use permit was approved have not changed substantially.”

Dee Hokom expressed concern about the lack of regulations dealing with aesthetics, noting she has observed many properties that are not kept up in and around the city. She felt there should be more control and suggested inserting stronger language in Section 17.84.030, item A.3, to state “A bond in the amount of \$500 shall be included, in addition to the temporary use permit fee, which will be returned at

PLANNING COMMISSION

August 14, 2013

Page 3

the time the use has been appropriately terminated, provided no clean up or damage costs have been incurred by the City. If the City must proceed with summary abatement, the bond will not be returned.” The Commission members present concurred with Ms. Hokom’s suggestion and requested that the language be added to the draft. It was recognized that if the City has to clean up a site, the bond could be used to cover the cost, if necessary.

Ms. Hokom felt it might be appropriate to include language in Section 17.83.030, item B.3, to ensure that consideration is given to “aesthetics” during the conditional use permit review process. Jim Lapinski explained that conditional use permits (CUPs) are processed as a Type III application, requiring approval by the Zoning Board of Adjustment. CUPs must also go through an environmental review process which recognizes “aesthetics”. Jim stated the required environmental checklist is distributed to agencies with jurisdiction and the public providing adequate opportunity to address this issue. No change was made at this time.

- Discussion regarding potential amendments to the standards for the keeping of chickens in Chapter 17.64.190.

Jenny Lytle, 676 E. 3<sup>rd</sup> Ave., Colville, WA, explained that due to the cost and space prohibitive nature of the current code regarding the keeping of chickens, she requested some amendments in her August 5, 2013 letter, which was distributed to each member prior to the meeting (attached hereto and made a part of these minutes). Based on information she provided at the time and additional research by Assistant Planner Melinda Lee, staff recommendations were prepared on August 8, 2013 and distributed to each member prior to the meeting (attached hereto and made a part of these minutes).

Ms. Lytle addressed the following suggested amendments and staff recommendations:

1. *Eliminate requirement G.1. – “...the size of the coop will be based on 40 square feet per hen”.*

Ms. Lytle indicated that she would be happy with a minimum of 10 square feet per hen instead of the 20 square feet per hen recommended by Ms. Lee.

2. *Increase the maximum number of hens permitted from 5 to 10.*

Ms. Lytle stated she is happy with the recommendation to increase the maximum to 10 hens.

3. *Allow free ranging of chickens during the day, under direct supervision. Chickens must have one wing clipped to prevent flight.*

Ms. Lytle reiterated her desire to allow free ranging of chickens noting that based on her research “chickens will be happier and healthier if they are let out during the day to forage.” She requested that consideration be given to allowing tractors, which are completely contained portable units that can be moved around the yard so the chickens can forage. She felt the use of tractors should also be under direct supervision.

## PLANNING COMMISSION

August 14, 2013

Page 4

4. *Decrease the application and annual permit fee to \$10 (initial fee) with \$5 (renewal fee).*

Ms. Lytle expressed the opinion that the \$25 permit fee, plus \$25 for annual renewal, is a financial burden. She advised that in her research she found that Kettle Falls only charges \$10 per year. Ms. Lytle felt a minimal fee is fair if someone has to go out and investigate a complaint. Colville is the only city she researched that does an inspection.

The Commission thanked Ms. Lytle for her input and noted that potential amendments to the development regulations will continue to be reviewed and discussed as part of the annual review process.

Jim Lapinski commented that he could support reducing the square footage per hen and felt the City Council would not have a problem with it. He expressed the feeling that allowing free ranging chickens is really rural in an urban environment. Jim stated the \$25 fee is subjective and is mainly for special inspections. The challenge is to try to find a balance for providing an extra service. Discussion regarding potential amendments to the standards for the keeping of chickens was continued to a future meeting.

At this time, the Chairperson added "Election of Vice-Chairperson" to the agenda under New Business.

### NEW BUSINESS

#### A. Election of Vice-Chairperson.

Ms. Hoffman explained that Alan Bedford indicated to her that he would like to resign as Vice-Chairperson but expressed a desire to retain his current position on the Commission. Mr. Bedford suggested Brenda Buckner as a potential candidate for the position.

Dee Hokom moved and Russ Larsen seconded the motion to nominate and elect Brenda Buckner as Vice-Chairperson. Motion passed unanimously.

PUBLIC COMMENT PERIOD: There were no further public comments.

### REPORTS

Jim Lapinski presented a brief status report on projects/proposals that may be of interest to the Commission. He reported that new businesses in town include the Corner Luncheonette at 1<sup>st</sup> & Main Streets and Joe's Jerky Shack in the Barman's building. Projects in progress include the distillery and Sandra's Furniture warehouse remodel. The old County Shop is for sale through Mark Beardslee, who is acting as the City's real estate broker. Jim was uncertain when the City and the Washington State Department of Transportation (WSDOT) will make a determination on the downtown diagonal parking plan which was implemented as a 1-year pilot program. Several Commission members voiced their desire to see at least one traffic signal re-installed for safety reasons.

### 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 8:28 P.M.