

City of Colville

PLANNING COMMISSION

September 9, 2015

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting on Wednesday, September 9, 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, Paul Wade, Russ Larsen, Glen Durall, and Avrum Baum. MEMBERS ABSENT: Two vacancies exist. STAFF PRESENT: City Planner RJ Keetch and Recording Secretary Susan Davis. OTHERS PRESENT: Lynn O'Connor.

MINUTES FROM PREVIOUS MEETING

The minutes from the previous meeting of August 12, 2015 had been distributed to each member prior to the meeting. Russ Larsen moved and Glen Durall seconded the motion to approve the minutes as written. Voice vote showed all in favor.

OLD BUSINESS

- A. Review/discuss – suggested text amendments concerning the development of public or private parking lots and sales lots.

As requested by the Planning Commission at the previous meeting, staff drafted language to address the development of public and private parking lots and sales lots. Suggested text amendments to the Zoning Ordinance had been distributed to each Planning Commissioner prior to the meeting (attached hereto and made a part of these minutes).

City Planner RJ Keetch explained that the City does not require any special application, license, or permit for the development of a parking lot or sales lot nor does the City have or require a fill or grade permit. The suggested text amendments are intended to address concerns about the lack of oversight for parking lots and sales lots by creating an application and review process. At this time, staff requested preliminary review by the Planning Commission, noting that a public process will follow in the future.

Following review and discussion it was a consensus of the Planning Commission to accept the suggested text amendments listed below for submittal to the Technical Review Committee for input:

1. Chapter 17.04 Definitions. Add a definition for “planning approval” to read, “A general land use application process required for the assessment of applications proposing ‘development’, where there is a change in the use of a building or property, or where there is the construction, alteration of any building, excavation, filling or other works on any land.”
2. Table 17.12.070 Permitted and Conditionally Permitted Uses in Base Zone Districts. Currently, stand alone public or private parking areas are permitted outright in the C-2, C-3, and LI Districts. For clarification, add a note to the Table, C-2, C-3, and LI Districts, to read “(48) provided they meet the standards of their respective zone districts, including Chapter 17.64, Article III Supplementary Standards and Chapter 17.72, Off-Street Parking and Loading.”

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3. Table 17.12.070 Permitted and Conditionally Permitted Uses in Base Zone Districts. Currently, automobile dealer and motor vehicle sales and service; heavy equipment sales and service, including farm machinery; marine craft; equipment & supply, sales, repair & service of small craft; and mobile manufactured home or RV sales & service are conditionally permitted or permitted outright in the C-2, C-3, and LI District. For clarification, add a note to the Table, C-3 and LI Districts, to read “(48) provided they meet the standards of their respective zone districts, including Chapter 17.64, Article III Supplementary Standards and Chapter 17.72, Off-Street Parking and Loading.”
4. Sections 17.32.040.E and 17.36.030.F Development Standards. For clarification, add additional language to read “...Paved areas exceeding 1,500 square feet in area shall be provided with drainage disposal systems on the property as approved by the City Public Works Department, except where adequate storm drainage systems are available.”

Section 17.36.030.G Development Standards. For clarification, add language to read “Automobile, manufactured home or recreational vehicle (RV), marine craft or heavy equipment sales lots shall be drained and surfaced with crushed rock or asphalt paving as approved by the City Public Works Department, except in areas where adequate storm drainage systems are available.”

Section 17.40.030 Development Standards. For clarification, add standards to address uses that are permitted outright in the LI District to read “F. Automobile, manufactured home or recreational vehicle (RV) , marine craft, or heavy equipment sales lots shall be drained and surfaced with crushed rock or asphalt as approved by the Public Works Department, except those portions of the lot maintained as landscape areas.”

5. Section 17.32.050 Other applicable regulations. For clarification, add additional language to read “In addition to the requirements contained in this section the requirements contained in Chapter 17.64, Article III, Supplementary Standards, and Chapter 17.72, Section 17.72.100, Off-Street Loading, shall also apply to development in the C-2 District.”

Sections 17.36.050 and 17.40.040 Other applicable regulations. For clarification, add additional language to read “In addition to the requirements contained in this section the requirements contained in Chapter 17.64, Article III, Supplementary Standards, and Chapter 17.72, Section 17.72.100, Off-Street Parking and Loading, shall also apply to development in the...” (C-3 and LI Districts).

6. Section 17.72.080, Off-Street Parking – Plans shall be submitted. For clarification, add additional language to read “The plan of the proposed parking shall area shall be approved by the City Building & Planning Office at the time of the application for a planning approval as defined in Chapter 17.04. If a separate planning approval is not required, a parking plan shall be submitted with the application for a building permit for which the parking is required. Said plan shall clearly indicate the proposed development, including locations, size, shape, design, grading/fill, curb cuts, lighting, landscaping and other required features.”
7. Section 17.72.090, Off-Street Parking - Table of minimum standards. Based on research from other cities, staff suggested amendments to item J of the table of minimum standards to address automobile and motor vehicle dealer, marine craft, or heavy equipment sales and service, including farm machinery, and mobile/manufactured home or RV sales and service. Following discussion the

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Planning Commission felt that it would be helpful for staff to provide examples of how the suggested standards for sales lots would be applied. The Commissioners were concerned about setting standards that could burden existing businesses who may want to expand. One option suggested was to rely on the flexibility built into the ordinance for any use not addressed in the table. As stated in Section 17.72.090.K, the Administrative Official has the authority to determine the number of spaces required based upon requirements for similar listed uses. To date, staff was not aware of any complaints that have been received regarding insufficient parking at any sales lots.

Further discussion on the suggested amendments was continued to a future Planning Commission meeting pending review and input from the Technical Review Committee.

At this time, Avrum Baum requested clarification regarding the strategic planning effort and asked if this item could be added under Old Business. There were no objections.

B. Continued discussion concerning strategic planning effort.

City Planner RJ Keetch explained that the Mayor would like the focus of the \$24,000 CDBG grant to be on defining a capital spending strategy using the current city vision and goals. He was hopeful that a scope of work can be defined following October-November Council budget discussions and then he can finalize the Request for Proposals (RFP). Future funding will be needed for the community visioning process.

Discussion followed regarding the Planning Commission's role in the strategic planning process. Several members expressed a desire to use their passion and energy working on the strategic planning process. Glen Durall suggested that the Planning Commission use the "think tank" approach to create a realistic vision for the community. It was recognized that a consultant would need to help with that too but the Commissioners generally agreed that there is a lot they could do. The Commissioners encouraged dialog between the Planning Commission, Mayor and City Council relative to defining a scope of work.

In conclusion, the Commission felt strongly that some action needs to be taken and supported moving forward with a process for capital spending.

NEW BUSINESS: There was no New Business to be presented.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Avrum Baum distributed some informational material related to sustainability and community visioning (copies attached).

RJ Keetch distributed the Building & Planning Department August 2015 Report for information (copy on file).

ADJOURNMENT

As there was no further business, Russ Larsen moved and Glen Durall seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:34 P.M.