

City of Colville

PLANNING COMMISSION

October 9, 2013

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, October 9, 2013, in the Council Room at City Hall. Vice-Chairperson Brenda Buckner called the meeting to order at 7:00 P.M. with a quorum present.

MEMBERS PRESENT: Russ Larsen, Brenda Buckner, Alan Bedford, and Dee Hokom. MEMBERS ABSENT: Jody Hoffman and Terry Cripps. One vacancy exists. STAFF PRESENT: Assistant Planner Melinda Lee and Recording Secretary Susan Davis. OTHERS PRESENT: George Gezelius and Tom Harrison.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of September 25, 2013 had been distributed to each member prior the meeting. Russ Larsen moved and Alan Bedford seconded the motion to approve the minutes as written. Motion passed.

OLD BUSINESS

A. Public Informational Meeting for 2013 Annual Amendment Cycle.

Assistant Planner Melinda explained that the purpose of the informational portion of the meeting is to present proposed Zoning Ordinance text amendments for the 2013 annual amendment cycle. Zoning Ordinance Text Amendment Application #2-13 had been distributed to each Commission member prior to the meeting, copies were available for the public, and were posted to the City's website (attached hereto and made a part of these minutes). Melinda noted that discussion between the public, staff members and the Commission is encouraged. No decisions or recommendations on the outcome of the proposal will be made during the informational part of the meeting.

- Discussion regarding potential amendments to the standards for Temporary and Special Event Signs, Chapter 17.64.110.D.9.d.

Melinda Lee explained that it is necessary to amend Chapter 17.64.110D.9.d, specifically standards for sizes of temporary signage. Current language references Colville Municipal Code, Section 15.04.080, which is part of the Building Code. It was discovered that the Building Code was amended in July 2013 and Section 15.04.080 was deleted. Therefore, the standards of Section 15.04.080 need to be included in the Zoning Ordinance in order to enforce them. The proposed amendment is as follows:

Chapter 17.64.110.D9.d: “Temporary signs (as defined in Chapter 17.04.060) shall not exceed the maximum size following sizes allowed under Colville Municipal Code, Section 15.04.080; Signs of light materials shall be no more than 60 square feet and signs of rigid material shall be no more than 24 square feet and may not be affixed to the ground.”

Tom Harrison, representing the NE Washington Farmer's Market, stated that after hearing the proposed amendment to the standards for temporary and special event signs, he had no issues with the proposal. He added that their temporary signs are in compliance with the City's standards.

- Discussion regarding potential amendments to the standards for the Keeping of Chickens in Chapter 17.64.190.

Based on previous discussions and public input, Melinda Lee presented proposed changes to Chapter 17.64.190, Keeping of Chickens, specifically clarification of regulations and standards for minimum area requirements and number of hens. The proposed changes are as follows:

Chapter 17.64.190.A.: "These standards will apply to all residential districts within the city limits, except the R-1-S (Single Family Suburban) District, which is defined by Colville Municipal Code Section 17.64.180 and where single-family residential uses are situated within the C-3 (General Commercial) District, subject to the following:"

Chapter 17.64.190.C.: "The maximum number of hens permitted will be ~~five~~ ten; to be determined based on maximum allowable lot coverage (see subsection (G) of this section)."

Chapter 17.64.190.E.: "Hens must be kept within a wholly enclosed coop at all times; no free-roaming hens will be permitted. The hens may be allowed to temporarily forage during the daytime within a wholly enclosed yard, if they are kept within a covered, mobile tractor (intended for this purpose) or within a separate garden area that is wholly enclosed with screening to prevent escape. The hens must be placed back into their coop at night."

Chapter 17.64.190.G.1: "The size of the coop will be based on ~~40~~ 20 square feet per hen."

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

Based on previous discussions, the following proposed changes to Chapter 17.84 were presented, specifically clarification of regulations regarding temporary uses and associated timelines.

Chapter 17.84.010, A: Add language stating "The following standards apply to temporary and conditional uses situated on private property only. All requests for temporary or conditional uses within city right-of-way must be evaluated and approved by the Colville City Council."

Chapter 17.84.030.A.1: "The temporary use shall ~~occur for~~ be a maximum of six months."

Chapter 17.84.040.A: "A temporary use permit shall be valid for the time specified ~~in~~ on the approval or a maximum of six months, if not otherwise specified. A written request for up to a six month extension submitted prior to the expiration date may be approved by the administrative official if the administrative official finds that the facts on which the temporary use permit was approved have not changed significantly."

Chapter 17.84.040.B: Add language to state “The city shall have the right to summarily remove the use, if the property owner and/or occupant does not vacate the premises on or before the expiration date of the permit. The city shall be entitled to charge an equitable sum to the property owner for the abatement cost of the violation.”

Melinda advised that the old Chapter 17.84.040.B through D needs to be reordered to the new Chapter 17.84.040.C through E.

In accordance with the amendment process, Melinda advised that she will prepare a staff report for approval of these amendments. A public hearing before the Planning Commission will be held on November 13, 2013. A recommendation will then be prepared and considered by the City Council at another public hearing in December 2013. Public notification will be provided as required by the Zoning Ordinance.

B. Recreational Vehicle Park Design Standards, proposed Chapter 17.70.

Melinda Lee reported that the City Council identified some concerns with the proposed Recreational Vehicle (RV) Design Standards and remanded the draft amending ordinance back to the Planning Commission for reconsideration (attached hereto and made a part of these minutes). The Technical Review Committee (TRC) also suggested some changes. The following issues or areas of concern were identified:

Pg. 2, Chapter 17.70.020, Design Standards: As a result of discussion at the previous TRC meeting, Melinda advised that all references to the NFPA Standards will be deleted because they have not been specifically adopted by the City. She indicated that file notes will show that NFPA Standards were used in developing the proposed RV Park design standards.

Pg. 3, Item #5.a.,1., Internal Park Roads: The City Council suggested that 20 feet was too wide for a one-lane road. It was recommended by Council that one-lane road width be reduced to 12 feet, which was acceptable to the Fire Chief. This was based on no on-street parking.

Following discussion, Alan Bedford moved and Russ Larsen seconded the motion to accept the Council's recommendation to reduce the width of one-lane roads to 12 feet. Motion carried.

Pg. 3, Item #6.a., Parking: The City Council had a concern about that a minimum of four (4) parking spaces for visitors was too few. The concern was possibly pushing visitor parking outside the park onto adjoining streets. Council questioned whether visitor parking spaces could be based on the size of the RV Park. Staff explained to Council that visitor parking would not be for patrons. Further, the adequacy of visitor parking can be determined through the Conditional Use Permit (CUP) review process.

Melinda requested further input and direction from the Planning Commission. Following discussion the Commission requested that staff to research other RV Parks regarding provisions for visitor parking.

Pg. 3, Item #7.c., Open Space/Recreational Facilities: Melinda stated that at the previous TRC meeting it was suggested that all references to “dog” be change to “pet” to accommodate other types of animals.

Following discussion it was a consensus to accept the suggestion to change the reference from “dog” to “pet” in Item #7.c.

Pg. 4, Item #C.2.a. & b., Utilities: Melinda explained that the City Council is recommending allowing RV Parks the option of not having all RV spaces connected to city water and sewer services, but provide, at a minimum, a water station and a sanitary waste station for those units without services. It was suggested at the TRC meeting that the words “dump station” be added in parenthesis, wherever applicable, for clarification regarding sewer service.

Following discussion it was felt that requirements for water and sewer services should be clearly defined based on the size of the RV Park. The Commission felt that for RV Parks with over 10 units, water and sewer services should be provided to all parking pads. For RV Parks with 10 or less units, allow alternative methods of providing on-site services such as an on-site water station and a dump station, as was previously proposed.

Pg. 5, Item #E.1., Safety: Melinda commented that the Council questioned the reference to “applicable agencies” and it was explained that the Department of Labor & Industries handles electrical requirements and inspections. There were no changes proposed to this item.

Pg. 5, Item #E.4, Safety: Melinda noted that Council suggested a change in the second sentence of this item to read, “The park manager may opt to rent a maximum of two (2) ~~eongruent~~ contiguous pads to one (1) oversized recreational vehicle.” There were no additional changes proposed to this item.

Pg. 5, Item E.5, Safety: The City Council had questioned whether it was the Planning Commission’s intent to not allow accessory structures on the RV pad sites. The Planning Commission confirmed that the intent was to prohibit accessory structures on individual sites but still permit accessory structures for the RV Park as a whole. There were no additional changes proposed to this item.

Pg. 6, Item #B, Park Administration: Melinda advised that the Council had expressed concern about requiring a park manager to be available 24 hours per day and suggested that the park manager be “accessible.” The Council did not feel that an on-site park manager should be required for RV parks with 10 or less units.

Following discussion the Planning Commission concurred that for RV Parks with 10 or less units, an “accessible” park manager should be designated to respond to the site, when required. RV Parks with over 10 units should be required to maintain an on-site management headquarters.

Pg. 6, Item #E, Park Administration: The Council requested clarification regarding the intent of allowing tent camping as an accessory use and the use of the term “unit”. Melinda explained that the term “unit” would pertain to the various types of RVs. She advised that one tent per RV unit would be expected as family members or friends of the occupants of the RV; the two tents per RV parking pad would be two individual units with no RV. The Council found the allowance for separate camping sites acceptable. There were no changes proposed to this item.

PLANNING COMMISSION

October 9, 2013

Page 5

George Gezelius brought up “tow dollies” or “trailers” that are used to transport other vehicles, i.e., cars. He felt that consideration should also be given to providing parking areas for them. Melinda explained that the proposed RV Park design standards are minimum standards. When a conditional use permit proposal is presented to the Zoning Board of Adjustment, these and other types of issues can be addressed during the review process.

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

PUBLIC COMMENT PERIOD:

George Gezelius, 1590 E. Hawthorne Ave., Colville, WA indicated that one of his neighbors has chickens and he was wondering if they had acquired the proper permit. Mr. Gezelius pointed out at this time he has no issues with the chickens except that he can see them from his house. He did indicate that he had a problem with barking dogs in his neighborhood. Melinda confirmed that the proper permit had been issued for the chickens and noted that permits must be acquired annually. She encouraged Mr. Gezelius to contact her if the chickens create a nuisance in the future and she will go out and inspect the premises. Melinda advised that the issue of the barking dogs should be reported to the Animal Control Officer as the enforcing authority.

REPORTS: There were no reports.

ADJOURNMENT

As there was no further business, Dee Hokom moved and Alan Bedford seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:27 P.M.