

City of Colville

PLANNING COMMISSION

October 10, 2012

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission met for a regular meeting on Wednesday, October 10, 2012 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: Brenda Buckner, Alan Bedford, Jody Hoffman, Russ Larsen, and Dee Hokom. MEMBERS ABSENT: Two vacancies exist. STAFF PRESENT: Assistant Planner Melinda Lee and Recording Secretary Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of September 12, 2012 had been distributed to each member prior to the meeting. Russ Larsen moved and Alan Bedford seconded the motion to approve the minutes as written. Motion carried unanimously by a show of hands.

OLD BUSINESS

A. Public Information Meeting

- Proposed Amendment to the City of Colville Development Regulations
Chapter 16: Land Division Ordinance
Chapter 17: Zoning Ordinance
Table of Uses, Chapter 17.12.070

Assistant Planner Melinda Lee explained that she made the previously requested changes to the proposed amendments to the Colville Development Standards, which had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). Copies were available for the public and had been posted to the City's website. It was noted that there were no members of the public present.

Ms. Lee advised that the Technical Review Committee (TRC), which consists of the Planning Director, Building Official, Municipal Services Administrator, Street/Park Superintendent, and two City Councilmembers, reviewed the proposed amendments at its October 9, 2012 meeting. As a result of discussion, the TRC requested some changes to refine the regulations. Melinda summarized the changes as follows:

Chapter 16: Land Division Ordinance, Section 16.16.060.F.2)A.1.a and A.2.a – Private streets (Page 2). Concerning the reference to "perpetual access easement", it was recognized that technically property owners own to the center of an easement and theoretically a structure could be built right up to the easement line. If the easement were to be dedicated in the future then there would be a non-conforming setback. The TRC requested that staff reword the language to try to eliminate the creation of nonconforming yards. Melinda advised the Planning Commission that she had not had time to develop alternative language for consideration. Proposed changes will be submitted at a future meeting.

Section 16.16.060.F.2)A.2.b – Private streets (Page 2). Melinda stated the TRC recommended that a minimum of “two inches” of Asphaltic Concrete Pavement (ACP) or Bituminous Surface Treatment (BST) be specified to provide an adequate surface. It was also recommended that “four inches of Portland cement” be inserted as an alternative surfacing material. Brenda Buckner questioned whether or not it would be necessary to further define “Portland cement” or provide more detail as it relates to minimum standards. Melinda will research this issue further for clarification. She noted the TRC felt it is important to have the flexibility to review proposals on a case by case basis and determine which of the options would be best for each situation. Melinda felt that Section 16.16.060.F.2)A does provide the flexibility desired by providing for private streets which meet the standards “based on the proposed type of access”.

Section 16.16.070.A – Pedestrian and Bicycle Plan (Page 2). Melinda referenced subsection 16.16.070.A.2, which requires the construction of sidewalks under certain circumstances. She noted in previous discussions the Planning Commission had requested that consideration be given to allowing alternative materials for pedestrian and bicycle paths. She advised that language should be added to address this issue and she will try to prepare a proposal for consideration at a future meeting.

Chapter 17: Zoning Ordinance, Section 17.04.060 Definitions (Pages 3 & 4).

Melinda advised that the TRC requested that a definition be inserted for “colony” as it relates to beekeeping. In her research she found that colonies can be various sizes. It was felt that consideration needs to be given to what size of colony would be appropriate. At the request of the Commission, Melinda will contact Don Strand, beekeeper, for input relative to how to best define a colony – whether it is the number of frames, or something else. She will prepare a proposal for consideration at a future meeting.

Melinda noted that the TRC had discussed the proposed definition of “Second Hand Store” as outlined on Page 5 and felt that there needs to be a separation between this type of use and recycling. The TRC did not want to see a Second Hand Store in a commercial district becoming a potential recycling center. Since “recycling center” is listed on the Table of Uses it was felt that it would be desirable to define it. Melinda read a sample definition of “recycling” which generally means “...to pass through a series of changes or treatments to process in order to regain material for human use; to reuse or make a product or substance available for reuse through the natural process of modification...” Melinda indicated that she did not consider the scrap yards currently located in the county as “recycling” because they buy old material and resell it. Brenda Buckner requested that consideration be given to changing “metal junk” in the definition of Second Hand Store to “scrap metal”. There were no objections to the suggested changes and staff will try to prepare some language for consideration at a future meeting.

Section 17.64.080.A.5) – RVs as permanent dwelling units (Page 5). Melinda pointed out that rather than being specific she proposed requiring “a protective barrier” to be installed around the perimeter, at the base of the RV, as approved by the city”. She felt that would allow an applicant to propose a method or material for consideration and approval.

Melinda reported that the City Council is currently reviewing the City’s fee schedules. It appears that the Council is considering establishing \$25 as the base fee for permits based on minimum processing time. Melinda noted the proposed \$20 permit fee for RVs and \$10 annual permits fees for the keeping of bees

and chickens would likely need to increase to \$25 if that is what is adopted by the Council. Based on the information provided, the Commission felt a \$25 permit fee seemed reasonable.

As discussed at the previous meeting, Melinda Lee referenced appeal procedures as provided for in the Zoning Ordinance, which had been distributed to each member prior to the meeting (copy on file). She noted the language related to administrative appeals has been deleted from the proposed standards for the keeping of chickens and bees as requested. It was felt that adequate opportunity for appeals to the provisions of the Zoning Ordinance is provided to any aggrieved applicant. Melinda added that the Zoning Ordinance also provides a variance process for applicants who feel that they can meet the required criteria. The Zoning Board of Adjustment is the review authority for variances.

Chapter 17.12.070 Table of Uses. Based on discussion at the previous meeting, Melinda reviewed the following changes to the Table of Uses:

- Footnote #47 was added to beekeeping in the R-1-S District for consistency with other residential districts and a reference to the standards of Sec. 17.64.020 was added;
- Under “Electric vehicle battery charging station” – Melinda explained that the word “battery” had been in bold print to show that it had been inserted consistent with the term used in the RCWs. The bold print will be removed from the final copy;
- Footnote #43 was reworded to reference the standards in Sec. 17.64.080.

Brenda suggested striking the following words in “Light industrial use, such as manufacture & assembly of products or materials ~~not expressly prohibited in (20)~~” because footnote #20 states “no commercial or manufacture of the following...” She felt it would be consistent with the listing for “Manufacture, compounding, processing, refining treatment & assembly (22). Brenda also asked that consideration be given to listing all of the uses on the Table as either plural or singular.

Alan Bedford pointed out that footnote #40 should state “provided they locate no closer than 1,000 feet from schools,...”. Melinda will make the change as noted.

B. Annual Amendment to Comprehensive Plan.

Melinda advised that there is no annual amendment to the Comprehensive Plan this year.

C. Public Hearing Schedule.

Melinda announced that a public hearing before the Planning Commission is scheduled for November 14, 2012 to consider the proposed amendments to the development standards.

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

REPORTS: There were no Reports.

ADJOURNMENT:

As there was no further business, Alan Bedford moved and Russ Larsen seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:07 P.M.