

City of Colville

PLANNING COMMISSION

October 12, 2011

7:00 P.M. – City Hall

MINUTES

The Colville Planning Commission held a regular meeting on Wednesday, October 12, 2011, in the Council Room at City Hall. Chairperson Jody Hoffman called the meeting to order at 7:00 PM with a quorum present.

MEMBERS PRESENT: Russ Larsen, Brenda Buckner, Alan Bedford, Jody Hoffman, Dee Hokom, and Bruce Dietz. MEMBERS ABSENT: One vacancy exists. STAFF PRESENT: Assistant Planner Melinda Lee and Recording Secretary Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meetings of February 23, 2011 and August 24, 2011 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. Voice vote showed all in favor.

OLD BUSINESS

A. Review final draft version of the 2011 Periodic Update of the Comprehensive Plan.

Copies of the final draft version of the 2011 Periodic Update of the Comprehensive Plan had been distributed to each member prior to the meeting (copy on file). Assistant Planner Melinda Lee passed around a final draft version of the Plan with further changes made at the request of the City Council. She summarized the primary changes as follows:

- 1) The format has been changed using continuous page numbers throughout the document.
- 2) Computer program problems with Adobe and Word created the need to combine all of the Figures in the back of the document as an Appendix.
- 3) Goals and Policies are now identified throughout the Plan as Goals and “Objectives”.
- 4) Statistical data has been updated as much as possible based on current information. The most significant change is that the 2010 population has dropped to 4,673. The consensus was that the reduction in population is not enough to change the concept and ideas proposed in the Plan.
- 5) The Comprehensive Plan updates have been posted on line as drafts and changes have been posted. Following adoption, the final version of the Comprehensive Plan will be posted on line for the public.
- 6) The Capital Facilities Plan (CFP) Executive Summary, which provides budgetary information, will be placed at the end of the document as an Appendix to the Capital Facilities & Utilities Element. This will make it easier to insert the annual update to the Executive Summary.
- 7) Future changes not included at this time include the possible reclassification of some of the streets to make them more eligible for future funding.
- 8) Based on the Pedestrian & Bicycle Plan in the Transportation Element, the NE Tri-County Health Department applied for a grant for a parcourse at the City Park. Parcourses typically consist of obstacles or stations along its length for exercising to promote good health.

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- 9) No changes have been made to the housing market data in the Housing Element due to difficulty in getting current information from realtors about projections and the status of local market.
- 10) Currently the City does not offer incentives for developers. Following Council discussion, it was decided that the generic statements in the Goals & Objectives in the Housing Element will remain in the document in case some incentives are able to be offered in the future.

Alan Bedford questioned how the page numbering system will facilitate adding pages in the future. He felt that it could be costly to reproduce the document to incorporate future changes. Melinda indicated she originally proposed numbering each chapter separately so that changes could easily be inserted. During its review, the City Council requested continual page numbering.

In the discussion which followed, Dee Hokom expressed concern relative to the next to the last sentence on Page 3 of the Preface, which states "Colville housing prices have been increasing and are expected to continue to increase over the foreseeable future." It was recognized that the statement does not reflect the current housing market. It was requested that this sentence be deleted entirely. There were no objections.

Jody Hoffman asked if the employee count for Stevens County had been corrected in Table 1.2, on Page 4, of the Introduction. Melinda confirmed that the total number of Stevens County employees is 367 and the change has been made in the final draft. Jody expressed a concern that the forecasted demand figures for daily operations at the airport do not appear to justify the statement on Page 6, Chapter 3, which states "The City remains **committed** to maintaining their current facility with plans to investigate the need for redevelopment or expansion." Melinda responded that numbers that have been used are provided to the City by other agencies and are an average of comparable facilities. It was noted that the current demand is listed at 13.7 daily operations. Melinda advised that volume is not the issue. She commented the City Council supports the statement because the need for an upgraded airport continues to be explored with the idea that will bring in more air traffic with the capability of accommodating larger aircraft. Alan Bedford pointed out that there is no accurate method of counting departures at the airport. He explained that in the past he brought to the attention of the Airport Manager a device used in the back country of Idaho that counts takeoffs based on engine noise. The device costs approximately \$3,500. The data can be downloaded onto a laptop computer.

Brenda Buckner suggested deleting the word "excellent" in the second bullet on Page 6 of the Housing Element because it is more of an opinion rather than a "factual" word. She felt the word "source" would be more appropriate. Dee Hokom moved and Russ Larsen seconded the motion to delete the word "excellent" on Page 6, of the Housing Element and insert the word "source". Voice vote passed.

Dee recalled that the Planning Commission had wanted to stay relatively neutral on the airport issue. She pointed out in line 3, on Page 10, of the Transportation Element there is a sentence that says "The airport plays a critical role in the economic vitality of the rural community of Colville." She questioned whether there are any statistics or facts to substantiate that statement. Melinda explained that through the public review process the City Council made changes relative to the airport, which were inserted in the document at their request.

Brenda also suggested deleting the word "unfortunately" in the last sentence on Page 7 of the Housing Element and just start the sentence with "HUD assistance..." Russ Larsen moved and Dee Hokom seconded the motion to delete the word "unfortunately" as suggested. Voice vote passed.

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Jody Hoffman asked if there is a way to denote “Cedar Street” and “Cedar Loop” consistently on the maps in the document. She explained the confusion that exists with these street names. Melinda advised that Technician Ron Frostad did not create the base maps so he has not been able to make those kinds of changes. She indicated she will contact Ron regarding base maps and future changes.

Bruce Dietz felt the continuous pagination of the Comprehensive Plan will work if each category is separated. Melinda noted that she intends to insert tabs for each of the chapters in the final version of the Plan.

PUBLIC COMMENT PERIOD: There was no public present.

REPORTS

Melinda presented the following reports:

- The RTPO (Regional Transportation Planning Organization) is trying to find out the status of the Kettle Falls-Colville Bike/Pedestrian Path in order to determine whether to continue to support the project and carry it on their priority list. Russ Larsen indicated that he had been contacted regarding a future meeting of the committee.
- Welch Comer is working with the Washington State Department of Transportation (WSDOT) on the details of reverting from parallel parking to diagonal parking on Main Street. At this time, consideration is being given to testing diagonal parking for one year. Cost estimates have been provided for testing diagonal parking, making it permanent if it functions well, or reverting back to parallel.
- Habitat for Humanity is constructing a new duplex on N. Railroad Street. There will eventually be four duplexes on the site.
- The airport advisory vote will be on the November ballot.
- Staff will be reviewing a proposed short plat for the division of one of the parcels in the plat adjacent to Pheasant Ridge. The current owner proposes to divide Lot 1 into two parcels.
- Upon final adoption of the Comprehensive Plan, the Zoning Ordinance and Land Division Ordinance will be reviewed for consistency. Future revisions are anticipated to provide clarification, address land use issues, temporary uses, etc. The review process will include public outreach by means of workshops, public meetings, etc.

Dee Hokom questioned whether there are any ordinances in place regarding trees and shrubs overhanging sidewalks. She indicated that she has observed numerous situations where sidewalks are blocked by foliage causing pedestrians to walk in the street. She questioned whether some action can be taken to abate these situations. Jody Hoffman also questioned whether something can be done to educate property owners about their responsibility to maintain adjacent sidewalks. It was suggested that a note be added to the utility bill in early spring before the spring cleanup.

ADJOURNMENT

As there was no further business to come before the Commission, Alan Bedford moved and Russ Larsen seconded the motion to adjourn. There were no objections and the meeting was adjourned at 8:17 P.M.