

City of Colville

TECHNICAL REVIEW COMMITTEE

June 18, 2013

8:30 a.m. – City Hall

MINUTES

Chairman Jim Lapinski called the meeting to order at 8:30 a.m. with a quorum present.

MEMBERS PRESENT: Planning Director Jim Lapinski, Building Official/Inspector Bob Cleaver, Street/Park Superintendent Terry LeCaire, Municipal Services Administrator Eric Durpos and Councilmember Dorothy Bergin. MEMBERS ABSENT: Councilmember Lou Janke. OTHERS PRESENT: Assistant Planner Melinda Lee. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of June 4, 2013 had been distributed to each member prior to the meeting. Eric Durpos moved and Bob Cleaver seconded the motion to approve the minutes as written. Voice vote showed all in favor.

OLD BUSINESS:

- A. Continued discussion/action - Notice of Intent to Commence Annexation  
Applicant: Lori Matlock  
Location: 178-A DeGrief Rd.  
Description: Assessor's Tax Parcel #2239301 in Sec. 10, Twp. 35, Rge. 39

Planning Director Jim Lapinski explained that the discussion regarding a Notice of Intent to Commence Annexation by Lori Matlock was continued from the previous meeting. Further clarification was needed to determine whether the right-of-way or easement that runs along Ms. Matlock's property is sufficient for alignment with Evergreen Way and any future extension. Eric Durpos advised that Ms. Matlock is aware that the 20 ft. private road easement on her property will need to be widened to a 30 ft. dedicated right-of-way at the time of annexation to achieve a total 60 ft. road right-of-way. He added that the Water/Sewer Department provided Ms. Matlock with a conceptual sewer layout for her information showing the additional 10 ft. that is needed for the extension of the sewer line down the west side of the road and mapped out all the easements.

Jim reviewed Phase 1 of the annexation process, pointing out the City Council will be requested to determine whether to accept the Notice of Intent to proceed with annexation. He felt that the request could be forwarded to the Council for action with a recommendation from the TRC.

Municipal Services Administrator Eric Durpos stated that he liked Ms. Matlock's approach of annexing the entire parcel as is and holding off on the short plat until she knows how she wants to lay things out. He noted that the annexation of the Matlock property would make the City well property contiguous to the city limits. He questioned whether it would be appropriate to annex the City property at this time. Jim confirmed that the City property is in the urban growth area and questioned whether there is any reason to leave it out in the County. Eric pointed out the City has done construction projects on the well

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property and have identified more projects in the improvement plan. Eric stated he would rather see the revenue stay within the City. He felt it would seem more efficient if the Matlock and City properties could be annexed all at once. Jim indicated that he would contact Ms. Matlock to see if she has any objection to adding the City property to the annexation request. If she has no objection it may just be a matter of moving forward with the proper paperwork. Jim stated he would also review the City's annexation policy and provide a copy to Eric.

Eric Durpos moved to forward the Notice of Intent to Commence Annexation by Lori Matlock for property located at 178-A DeGrief Rd. to the City Council, with the possibility that the notice might be modified to include the City properties that are adjacent to Ms. Matlock's property, on the approval of Ms. Matlock. Terry LeCaire seconded. In the discussion which followed, Bob Cleaver suggested that other City departments be consulted about the potential need for increased services (police, fire, etc.) that might be associated with the proposed annexation. Jim advised that the Building & Planning Department would coordinate the evaluation of levels of service. The motion passed unanimously by voice vote.

Eric requested that Jim remind Ms. Matlock about the requirement to dedicate 30 ft. of right-of-way for the road. Lengthy discussion followed about whether to require the dedication as a condition of annexation or as a future condition of short plat approval. It was recognized that although Ms. Matlock has discussed the possibility of short platting the property in the future, she doesn't have to. If she does not subdivide, the City may not have another opportunity to acquire the needed right-of-way.

Bob Cleaver noted that the annexation policy requires the extension of services regardless of subdivision so that it is available to the next person down the line, which means the sewer would have to go in as a condition of annexation. All the laterals would be required at the time of future subdivision. For clarification, Eric asked if it is one big parcel right now, would that mean it would just have to be extended to the house. Jim will research the annexation policy further for clarification and indicated he would talk with Ms. Matlock about her future plans to short plat the property.

### NEW BUSINESS

- A. SEPA Review/Threshold Determination  
Proposal: Zoning Ordinance Text Amendment #1-13  
Applicant: City of Colville

A completed environmental checklist and the draft Zoning Ordinance Text Amendment #1-13 had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). Jim explained the SEPA is for a non-project action involving the adoption of draft Recreational Vehicle (RV) Park Design Standards. Melinda added that RV Park Design Standards would be a new chapter in the Zoning Ordinance as the City has no specific standards at this time. Staff felt that it would be prudent to develop design standards because the City now allows RVs as permanent dwellings under certain circumstances and a couple of serious inquiries have been received about RV Park development in the City. The intent is to try to establish standards to make RV Parks better and safer and avoid a situation like the RV Park at the fairgrounds, which is pretty open and RVs can be crammed in there tightly. Melinda stated that the proposed standards are an accumulation of standards from different jurisdictions in the state of Washington. The Planning Commission has over the course of numerous meetings reviewed and refined the proposed standards. Melinda noted that Fair Manager Lori Matlock has provided input relative to the proposed design standards.

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Melinda stated that a public information meeting was held on June 12th and input was received and considered from the Dominion Meadows Athletic Association (DMAA). DMAA wants to develop a small 6-space RV Park at the golf course. As a result of public input the Planning Commission changed the proposed standards for restrooms. As proposed, for RV Parks with 10 pads or less, at least 1 ADA compliant unisex restroom facility available 24 hrs/day would be required on the same property. For an RV Park with 11 – 100 pads at least 4 toilets – (2) mens and (2) womens would be required in a separate building in the park. There was some discussion at the Planning Commission meeting regarding the use of porta potties but Melinda stated she tried to steer them away from that. She felt it would be better to require that the restroom facilities be established in a permanent building.

Bob Cleaver moved that the TRC recommend the issuance of the Determination of Nonsignificance (DNS) on proposed Zoning Ordinance Text Amendment #1-13. Eric Durpos seconded. In discussion which followed, Melinda advised that the Planning Commission had gone back and forth about whether or not tent camping should be allowed in RV Parks. Melinda requested thoughts or comments from the TRC members.

Jim expressed the thought that camping belongs in a campground.

Eric pointed out that the City Council considers annual requests to allow camping at Vaagen Park, Yep Kanum, and different ballfields. He expressed support for allowing tent camping in RV Parks. For example, he suggested that if someone wanted to come and play golf, they could set up their RV in a space and then pitch a tent for the kids. He questioned why not allow somebody to camp in a tent if they want to pay the space rate, noting that a restroom would be provided per the design standards. Jim felt that setting up a tent in conjunction with an RV would be considered “accessory.”

Dorothy Bergin asked if there was a way that tents could be allowed as an accessory use, but never permanently. Jim felt allowing tents could encourage “tent cities” for lack of a better term.

Melinda confirmed that in certain districts RVs are only allowed for 4 weeks. However, in other districts RVs are now allowed to be used as permanent dwellings, subject to specific standards.

Bob Cleaver stated he was adamantly opposed to not requiring dump stations in new RV Parks because of the potential to wind up with just what is happening at the fairgrounds RV Park. Individuals drive their RVs down and dump at the fairgrounds, fill up with water, and move on. Out of all the proposed standards, he felt that compared to the cost of running all the service lines, the placement of a septic tank for a dump station would not be that expensive and it would be simple to do.

Eric requested time to review the proposed standards further, noting at this time he recommends requiring permanent restrooms – no porta potties. He agreed that a dump station should be required in addition to full service hookups. Eric reiterated his support for allowing tent camping in RV Parks.

Melinda advised that the public hearing for the text amendment will be scheduled for July 24<sup>th</sup> so there is still an opportunity to bring the standards back to TRC for more discussion. She felt that the Determination of Nonsignificance (DNS) can still be issued and circulated for public comment.

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Bob pointed out the ADA parking requirements in the proposed standards are in excess of what ADA requires. Eric asked if consideration has been given to requiring ADA compliant RV spaces and Melinda indicated that was not considered. Jim added that all RV Parks would have to comply with ADA standards whether the City requires it or not.

The motion to issue a Determination of Nonsignificance for Zoning Ordinance Text Amendment #1-13 passed unanimously by voice vote.

### PUBLIC COMMENT PERIOD:

Jim reported that a comment was received from the Department of Ecology on the Garden Homes Water Line Replacement Project during the SEPA comment period. Eric confirmed that the project can comply with DOE comments and can now proceed.

### REPORTS

Bob reported that Paul Cockerham had contacted him regarding his proposed short plat proposal on N. Main Street. Paul has a concern about a 12 ft. cut that tapers down to 6-7 ft. on the west end that was made by the adjacent property owner to the south. Bob presented an aerial photo illustrating the area of concern (copy on file). Paul's contractor is questioning the potential for road development in the 30 ft. easement without some dramatic efforts to stabilize it. Bob stated that Paul asked about the potential for moving the road and utility easement to the north side of the property. Mr. Cockerham's intent would be to keep the sewer on the south side in an easement, which would result in an easement on each side; however Bob felt sufficient area would be left to build on. Bob referred Paul to Street/Park Superintendent Terry LeCaire and Municipal Services Administrator Eric Durpos.

After visiting the site, it was Terry LeCaire's observation that there just isn't enough room to cut a road in there without it sloughing off. He felt that there should be a retaining wall or something built there where it is cut right back to the property line.

Eric felt if Paul decides to move the road to the upper side he would still have deal with drainage. He would still need some kind of a swale on the south side of the property to control runoff from his site. It was Eric's understanding that Paul was to have the utilities, road, and drainage engineered and submit a plan to the City for review and approval. He expressed a willingness to talk with Paul and work through the issues and determine what would be best.

Bob added that it was his opinion that in the long-term the easement on the north side is the best alternative because it allows for a potential road to go laterally across the hill to the Aladdin Road.

### ADJOURNMENT

As there was no further business, Eric Durpos moved and Terry LeCaire seconded to adjourn. There were no objections and the meeting was adjourned at approximately 9:35 a.m.