



CITY OF NAPAVINE PLANNING COMMISSION MEETING
Tuesday – February 21, 2023 – 6:00 PM

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Scott Collins
Position 5

Bryan Morris
PW/CD Director

I. PLEDGE OF ALLEGIANCE

II. INVOCATION

III. CALL TO ORDER

IV. ROLL CALL

V. APPROVAL OF AGENDA – As Presented

VI. APPROVAL OF MINUTES

1) Planning Commission Meeting – February 6, 2023

VII. OLD BUSINESS

1) Review NMC 12.04.060 - New Residential Subdivision Streets

VIII. CONSIDERATION

2) Review NMC 13.02.030 - Water Service for premises - Section C.

IX. CITIZEN COMMENT

X. GOOD OF THE ORDER

XI. ADJOURNMENT

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
February 6, 2023 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Public Hearing: Ordinance #645 Transportation Benefit District

Commissioner Graham opened the public hearing at 6:00 PM

Executive Assistant Katie Williams stated that there were no written or verbal comments from the public.

Commissioner Graham closed the Public Hearing at 6:02 PM.

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Collins. Commissioner Hollinger requested a moment of silence for those suffering mental illness in the community.

CALL TO ORDER:

Commissioner Graham opened the regular Planning Commission meeting to order at 6:02 PM

ROLL CALL:

Planning Commission present: **Commissioner Graham, Commissioner Collins, Commission Hollinger, and Commissioner Morris.** Commissioner Hollinger motioned to excuse Commissioner Haberstroh, seconded by Commissioner Collins. **Vote on Motion 3 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Hollinger motioned to approve the agenda as presented, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve minutes from the Planning Commission Meeting on January 17, 2023, seconded by Commissioner Collins. Vote on motion 3 aye and 0 nay.

OLD BUSINESS:

Public Hearing – Ordinance #645 Transportation Benefit District

Commissioner Collins asked if there has been anymore discussion on this. **Director Morris** told him no, just the workshop.

Commissioner Collins motioned to forward Ordinance 645 Transportation Benefit District on to City Council for approval, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.

CONSIDERATION:

Review NMC 12.04.060- New Residential Subdivision Streets

Director Morris read off the code and reviewed it with the Planning Commission.

Discussion was had on clarifying/simplifying sections of the code, especially multi-family, sidewalks, no sidewalks, what triggers curbs, gutters, sidewalks, etc... **Director Morris** told Planning Commission to provide some feedback at the next meeting, maybe drive around different parts of the town, brainstorm what they want to see the future and how it applies to this section of the code.

Commissioner Morris asked **Director Morris** what exactly the job will be of the Planning Commission now that the city switched to a hearing examiner. **Director Morris** stated it will consist of full authority of codes, comp plan, zoning, etc.. Changing the codes to fit the needs and vision of what the planners see for the future. Hearing Examiner is a third party, so they must follow the codes that planning creates.

GOOD OF THE ORDER:

Commissioner Graham reminded everyone that the next meeting will be on Tuesday February 21, 2023.

ADJOURNMENT 7:03 pm

Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. Vote 3 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/OfBPOA6NIX> .

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

12.04.060 - New residential sub-division streets.

- A. Establish street design for subdivisions of more than ten dwelling units on separate parcels, or multi-family dwelling units situated on a single parcel, and sufficient to accommodate required improvements, to include provisions for future use by adjacent property owners when applicable.
- B. Development of parcels shall be subject to minimum construction standards outlined in the WSDOT Standards.
- C. Development of parcels shall be required to resemble and match improvements on continuous parcels; i.e. sidewalks, culverts and driveways, curbs and gutters.
- D. Development of parcels parallel to Rush Road shall be allowed placement of a culvert and driveway.
- E. A new sub-division resembling developments such as Stadium Estates, Parkside Loop and Camden Yards shall be required to develop curbs and gutter and sidewalks when it creates a new neighborhood.
- F. Large sub-divisions consisting of ten tract or lots for single family dwelling or multi-family dwelling shall have a minimum thirty-foot right of way, twenty-foot paved surface, no parking allowed, or parking allowed on one side of the street, one sidewalk five feet in width, and one and one-half foot curb and gutter on both sides.
- G. Napavine City Council shall have the final authority to determine whether a development be required to install curbs and gutters, sidewalks and street lights and the city council may waive any other standard set forth herein as allowed by law. Provided however, a person must first exhaust administrative remedies prior to applying directly to the city council.

(Ord. No. 574, § 1, 1-23-18)

13.02.030 - Water service for premises.

Each premise shall have a separate water service or services. All water services shall be metered. Premises containing multiple dwelling units and/or containing more than one commercial or industrial business shall have separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible. The public works director and city clerk shall determine when such situations or conditions prohibit individual services. The public works director may recommend that structures be serviced by a single meter at the curb side of city streets with an individual meter at each dwelling unit for leak control at the expense of the property owner.

- A. The public works director may authorize the installation of one or more metered services for such installation.
- B. Installation of new private wells within the city's water service area for purposes of providing water service to residential or commercial properties are not allowed unless otherwise approved by the city council. Requests for private wells must be made to the city council with supporting information supplied by the requester showing that existing facilities are greater than two hundred feet from the property being developed or built on and that, in the opinion of the city council, there is an undue hardship on the applicant if they are required to connect to the public water system.
- C. All existing wells located on parcels of land that are being developed or subdivided must be decommissioned and all water rights transferred to the city. Any existing wells located on parcels of land that are being developed or subdivided and that are serviced by municipal water must be segregated and approved by city council for irrigation purposes only.
- D. The owner of all houses, buildings or properties used for human occupancy, employment, recreation, business or where people congregate, situated within the city and abutting any street, alley or right-of-way in which there is now located a public water system of the district within the city limits, is required to connect such facilities directly to the public water system in accordance with the provisions of this chapter, within sixty days after date of official notice to do so, provided that the public water is within two hundred feet of the property line.
- E. When property is sold or change ownership, said property shall be required to connect to the public water system if available, or when it becomes available.

(Ord. No. 568, § 1, 10-24-17; Ord. No. 568-B, § 2, 6-25-19)