

City of Colville

TECHNICAL REVIEW COMMITTEE

March 13, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, March 13, 2018, in the Council Room, at City Hall. Chairman RJ Keetch called the meeting to order at 8:30 a.m. with a quorum present.

MEMBERS PRESENT: City Planner RJ Keetch, Building Official/Inspector Dave Harper, Public Works Director Jeff Cochran, City Engineering Technician Ron Frostad, Street Supervisor Jeff Long, Council member Nancy Foll and Council member Chris Loggers. GUESTS PRESENT: Ken Bensimon and John Horton. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of February 20, 2018, had been distributed to each member prior to the meeting. Dave Harper moved to approve the minutes and Jeff Long seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION: There were no submittals to be presented.

NEW BUSINESS:

**A. Discussion Item – Handicap Space**

Ken Bensimon has met with the Mayor and Dave Harper regarding the addition of two handicap spaces in the City Hall parking lot on the north side adjacent from his business located at 162 E. 1<sup>st</sup> Avenue. Ken had suggested different options of where to locate the handicap spaces. These suggestions along with a letter explaining his proposal was distributed to the Technical Review Committee (TRC) prior to the meeting (copy on file). The Mayor has asked for the TRC's input on the proposal. No motion is to be made.

Ken explained there is a need for handicap parking for the new business for respite care for children and adults with disabilities. He is requesting the addition of at least one parking space and one loading/unloading stall. After the initial meeting with the Mayor and Dave Harper he noticed one parking space he had suggested was located in a lot owned by Richard Nance. It was explained the City would not be able to make any decisions on what happens with the private owned lot.

Ken added he does not have any plans for striping or signage for the handicap spaces. Ken is requesting the City provide these services.

One suggested option was to place a handicap stall at the north end of the alley on 1<sup>st</sup> Avenue. Ron Frostad explained the approach would need to be redone to meet ADA requirements.

## TECHNICAL REVIEW COMMITTEE

Page 2

March 13, 2018

Jeff Cochran asked whether or not the other building owners adjacent from Ken's building had been notified of his proposal and were in agreement. Ken explained that he had not spoken with the other building owners yet.

Ken explained that the City Hall parking lot is not a busy parking lot besides where the City employees park. He has noticed there are cars parked for long periods of time that never caused a problem for parking. He also noted the cars that park in the parking lot for driving school use.

Jeff Long explained that handicap parking spaces have dimension requirements. He added for one handicap space you would lose one and a half regular parking spaces.

Chief Bob Meshishnek gave a history of the parking lot and the agreement held with the Nance's who share a piece of the parking lot. Chris Loggers suggested Ken request to rent parking from Nance's as another option.

Jeff Long explained the option of having handicap parking on the corner of 1<sup>st</sup> Avenue and Oak Street would be a challenge. He didn't feel that the ADA standards would be met easily. Out of the options given, the parking lot seemed to comply with ADA standards the best. He suggested looking at adding one handicap parking space instead of two. Ken explained one space would be too minimal.

Ron Frostad added he and Jeff Long would need to look at ADA standards and design and could relay the information compiled to the Mayor and Ken.

RJ explained the comments compiled at today's meeting, as well as what Ron and Jeff find regarding ADA standards and design, would be give to Ken and the Mayor. They will discuss the challenges involved and decide the best option.

### PUBLIC COMMENT PERIOD:

It was requested that the Public Comment Period be moved in order to accommodate the guest present, John Horton. John explained that he was attending today's meeting on behalf of the Immaculate Conception Catholic Church located at 444 E. 4<sup>th</sup> Avenue. The church is looking to meet June 3, 2018 at 11:00 AM and walk as a procession from 3<sup>rd</sup> Avenue to Oak Street, up Maple Street and back to the church. There will be 50 members as part of the procession and they will be staying on sidewalks and crosswalks.

Ron Frostad asked that John or another member of the church keep in contact with the Water Department as there will be water replacement work taking place on Maple Street during that time. John agreed to stay in contact with the Water Department and may reroute the procession if need be.

RJ Keetch explained the church would not need to apply for a Public Use Permit.

### OLD BUSINESS:

#### **A. Discussion Item – Colmac Coil GLU Status**

## TECHNICAL REVIEW COMMITTEE

Page 3

March 13, 2018

A General Land Use Application was submitted by Scott McMillan for the required updates to lots being used as outdoor storage by Colmac Coil. The required updates were cited in the Zone Boundary Change that was approved April 26, 2017.

RJ Keetch explained the application was considered incomplete because the following requirements were not included:

- Cover letter/narrative describing the project, including justification supporting the proposed project.
- Property boundaries included in drawings.
- Location of existing curbs & sidewalks and proposed required sidewalks per CMC 12.20.
- Lot, building and feature dimensions (need scale).
- Show access drives/curb cuts.
- A planting list indicating the types of trees and shrubs.
- Location and dimensions of required perimeter landscaping areas per CMC 17.64.100(B).
- Notes on the plans indicating how the planting will be maintained (irrigation may be required if plantings unsuitable).

The applicant was notified and will resubmit.

### NEW BUSINESS:

#### **B. Discussion Item – Colmac Demo Permit**

Scott McMillan applied for a Demolition Permit for a building located on a lot involved in the previously mentioned General Land Use Application. The building has been donated to the Colville Fire Department for training purposes. The permit was paid for and the applicant was made aware the building could not be burned until the General Land Use Application was resubmitted and deemed complete. The other option given to the applicant was to provide a Performance Security Bond along with an agreement stating they would meet the requirements outlined in the conditionally approved Zone Boundary Change from April 26, 2017.

Dave Harper explained the Fire Department was hoping to burn the house March 23, 2018 before weather turns and other required training begins. He will be in contact with Scott McMillan to ensure a timeframe is set that aligns with the Fire Department and the requirements outlined by the Building and Planning Department.

#### **C. Public Use Permit Application – Steffon Sobosky**

Steffon Sobosky submitted a Public Use Permit Application for the use of the southeast corner on Oak Street and Astor Street for his hot dog cart. With the application, Steffon supplied his Certificate of Liability Insurance, dimensional drawing, and certificate from Tri-County Health District (copies on file).

It was discussed that in previous years there was problems with where Steffon parked his truck and trailer while he was vending. RJ Keetch suggested a motion be made with parking in mind because Oak Street and Astor Street already pose a challenge for public parking.

## TECHNICAL REVIEW COMMITTEE

Page 4

March 13, 2018

Dave Harper made a motion to approve the Public Use Permit as long as the applicant does not park on Oak Street or Astor Street.

There was discussion about whether or not the committee could restrict Steffon from parking in these places. Nancy Foll suggested asking Steffon to separate his truck and trailer to not take up too much parking. Dave suggested asking Steffon not to park in the Astor corridor.

The motion failed for a lack of a second.

Ron Frostad moved to approve the Public Use Permit as proposed. Dave seconded the motion. Voice vote showed all in favor.

### REPORTS:

Nancy Foll reported the Spokane Street Department has reported their utility tax revenue is down this year because of property owners giving up their landlines. Nancy added that this is something Colville will need to be aware of and suggested someone speak with Vickie Strong, City Treasurer, about the affect it could have in Colville.

Dave Harper reported he would be delivering Fired up Brewing's Temporary Certificate of Occupancy March 16, 2018. He explained that their lot had been graveled and, weather permitting, they would be pouring asphalt soon. The temporary Certificate of Occupancy would expire in June.

Dave also reported the Building and Planning Department have been receiving multiple requests regarding carports and temporary canopies. The code is vague regarding these structures but the department has been following the guidelines stating anything over 200 sq. ft. will require a Building Permit. RJ Keetch added the Building and Planning Department will be drafting a policy statement for guidelines in how to handle these proposals. The policy statement will be brought to the Technical Review Committee for comment.

### ADJOURNMENT

As there was no further business, Dave Harper made a motion to adjourn and Jeffery Long seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 9:15 a.m.