

City of Colville

TECHNICAL REVIEW COMMITTEE

March 20, 2012

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 Councilmembers Dorothy Bergin and Lou Janke. OTHERS PRESENT: Assistant Planner Melinda Lee. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of March 6, 2012 had been distributed to each member prior to the meeting. Bob Cleaver moved and Terry LeCaire seconded the motion to approve the minutes as presented. Voice vote showed all in favor.

OLD BUSINESS: There was no Old Business to be presented.

NEW BUSINESS

- A. SEPA Review/Threshold Determination
Applicant: At Creek II, LLC by Avrum Baum
Location: S. Louis Perras Rd.

A completed environmental checklist and building permit application by Avrum Baum, representing At Creek II, LLC had been distributed to each member prior to the meeting (copy on file). The proposed project is to construct two 30' x 160' storage buildings, consisting of 4,800 sq. ft. each, on property located on S. Louis Perras Rd., in the LI (Light Industrial) District.

The environmental checklist was reviewed and discussed and comments were added for additional information or clarification.

Pg. 3, items 1.e & 1.g – It was noted that a minimal amount of fill is proposed. There will be approximately 9,600 sq. ft. of impervious roof surface.

Pg. 5, item c.1) – Storm water drainage will be reviewed and approved by City staff upon submittal of final design drawings.

Pg. 9, item 14.c – The proposed facility can comply with the off-street parking requirements.

Bob Cleaver moved that the TRC recommend a Determination of Non-Significance (DNS) on the proposed storage facility project. Eric Durpos seconded. Voice vote showed all in favor.

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- B. Review/Discussion - Boundary Line Adjustment #1-12
Applicant: Hudesman Colville, LLC by Larry Benson, Ramer & Associates
Location: Hudesman Lane

A completed application for a boundary line adjustment for Hudesman Colville, LLC by Larry Benson, Ramer & Associates had been distributed to each member prior to the meeting (copy on file). The proposal involves the adjustment of a boundary line between Lots E & F of Hudesman Commercial Park LP #1-98. The property is located in the C-3 (General Commercial) District.

Melinda Lee explained that the purpose of the proposal is to reduce the area of one of the subject lots to facilitate a purchase by HUD for a senior housing project. Proposed (new) Lot A (Lot E) will be reduced to 1.83 acres and proposed (new) Lot B (Lot F) will be increased to 2.78 acres. There is a 15 ft. wide drainage easement on Lots E & F, which the applicant is in the process of vacating because it is no longer needed. On-site drainage, swales, and existing wetlands will be utilized. Eric Durpos advised that he had no issues with the vacation of the drainage easement or the proposal at this time.

As indicated in the draft staff report, Melinda pointed out there are two standard conditions that are required for all boundary line adjustments that must be noted on the face of the map. The proposal can meet all of the criteria for approval.

Eric Durpos moved that the TRC recommend approval of Boundary Line Adjustment #1-12. Terry LeCaire seconded. Voice vote showed all in favor.

C. Review/Discussion – Developers Directory

Proposed revisions to the Developers Directory had been distributed to each member for review prior to the meeting (copy on file). Jim Lapinski explained since there is no Public Works Director or City Engineer on staff it is necessary to try to determine who would assume the listed responsibilities. At the present time staff is uncertain where to direct property owners or designers for information, specifically ordinances which deal with Public Works Director and Engineer.

Councilmember Lou Janke indicated that he had reviewed the intent of the resolution adopting the TRC. He suggested that a lot of the listed responsibilities appear to be issues that this group should meet on when proposals come in and discuss and formulate recommendations.

Eric Durpos advised that he and Terry LeCaire reviewed the list and suggest that the responsibilities be reassigned as follows:

1. Storm water drainage design and review – Municipal Services, Street Dept., and outside consultant, if necessary for any specific engineering questions
2. Water system design & review – Municipal Services
3. Sewer system design & review – Municipal Services
4. Street design and review – Municipal Services, Street Dept., and outside consultant, if necessary for geotech and specific engineering questions
5. Shares responsibility for administration of Sidewalk Ordinance - Street Dept. & Building/Planning

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6. Solid waste contract – Municipal Services
7. Bond requirements for Public Works – Municipal Services & Building/Planning
8. Administers design and construction standards – Municipal Services & Street Dept.
9. Coordinates Public Works project inspections – Municipal Services
10. Determines City right-of-way and easement needs – Municipal Services & Street Dept.

Bob Cleaver provided some history relative to the Sidewalk Ordinance, which was enforced by the Public Works Director and City Engineer. He noted the Colville Municipal Code title for administration and personnel does not mention Municipal Services at all. Jim Lapinski indicated that the Building/Planning Department is tasked with reviewing the Colville Municipal Code for possible amendment. Currently the development standards contained in the Zoning Ordinance are under review. Jim encouraged input from City Departments and/or City Council regarding other amendments that may be necessary for consistency for future discussion.

Lou Janke questioned how the responsibilities outlined on the Developers Directory relate to job descriptions. He expressed the opinion that most of these things should be direct responsibilities stated in the job descriptions but that doesn't mean there wouldn't be interaction between other Department Heads, TRC, or consultants to accomplish them.

There was brief discussion relative to private fiber optic lines. Lou suggested that this be added to the list and felt that a map and location information should be required. It was noted that most fiber optic lines are in the right-of-way and a digging permit is required. Terry stated it is the responsibility of private parties to get on a "call list" for locates. Bob suggested it might be appropriate to require them on the locate list when Public Works standards are developed.

Melinda Lee suggested adding a note that Ron Frostad prepares city related maps.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Bob reported that he asked Avrum Baum to attend a future TRC meeting or arrange a pre-construction meeting before his project gets underway at 3rd & Oak to get everyone on board. He also suggested to Mr. Baum that he work with a fire sprinkler system contractor as quickly as possible to determine the size of the fire service main coming into the building to avoid future problems.

Lou Janke questioned the status of the roads in the Pheasant Ridge subdivision and asked who has the lead on that situation. Lengthy discussion followed relative to the issues there and the need to seek some sort of resolution. Jim provided some information relative to the maintenance bond noting that very little of those funds were retained.

Bob felt rather than have street and utility design standards in the subdivision ordinance that ultimately we need to develop Public Works standards for "all projects" and if they don't cover everything then reference American Public Works Association (APWA) standards or WSDOT standards. He suggested that the requirement for special inspections be included in the development standards.

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Terry LeCaire reported that he is still waiting for Mark Beardslee to provide the signs for Pheasant Ridge. The Street Department will install the signs.

It was pointed out that some projects such as the Elm Street project were not presented to the TRC for review and discussion. Bob explained that the Technical Review Committee was developed as means of getting everyone together at the table to review and discuss project proposals and address concerns, recommend conditions, etc. Other issues that the TRC is supposed to review include grant applications and property acquisitions. Lou Janke suggested that this is another issue that really needs to be reviewed.

Bob presented a status report on existing and future projects. He anticipates receiving submittals for the senior housing project, major remodel of the old Avista building by Stevens County, and remodel of the NE Tri-Co. Health building at Oak & Dominion to accommodate the environmental division. A permit was issued to the Community College ITC building for interior updates. Bob presented a report comparing construction activity for Jan – March, 2010 through 2012, which showed a substantial increase in activity (600% higher than 2011 and 300% higher than 2010). He pointed out the number of permits issued is not an indicator of work load as it does not account for the size and complexity of projects, plan reviews, inspections, technical assistance, research, etc.

Jim reported that he and Eric showed the old County shop to an interested party but they have had no further contact with them. He stated that Roger McMillan may have a renewed interest in the property. Lou stated that this property is going to be a discussion item at the upcoming City Council work session.

ADJOURNMENT

As there was no further business, Bob Cleaver moved and Terry LeCaire seconded to adjourn. There were no objections and the meeting was adjourned at 10:00 a.m.