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City of Colville

TECHNICAL REVIEW COMMITTEE

April 17, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, April 17, 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. **STAFF PRESENT:** Parks and Recreation Director Jillian Marshall. **GUESTS PRESENT:** N.E.W. Farmers Market Treasurer Andi Matthews, Northeast Washington Fairgrounds Manager Lori Matlock, and Greg Skeels. **RECORDING SECRETARY:** Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of April 3, 2018, had been distributed to each member prior to the meeting. Jeff Long moved to approve the minutes and Dave Harper seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION:

A. Public Use Permit – Farmers Market

Andi Matthews, Treasurer for the N.E.W. Farmers Market, introduced herself and explained she was putting a Public Use Permit Application together for the Farmers Market to conduct business on Astor Street from May 2nd to October 31st. She came to the Technical Review Committee to inquire about what needed to be included in the application to deem it complete.

A check for the Public Use Permit fee and the Certificate of Liability Insurance valid through May 1, 2018 has been included with the application. The Farmers Market will also need to provide a current liquor license as well as a dimensional map showing where the booths will be set up. The map will need to be detailed in showing the spacing of the booths and how many booths will be set up in the area requested. Dave Harper explained that he will need a hard copy map of the dimensional map in order to assess the required spacing between booths based on the International Fire Code.

Andi will return with the current liquor license, the updated Certificate of Liability Insurance, and a dimensional map of the Farmers Market setup in order to formally submit for the April 24, 2018 Technical Review Committee meeting.

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

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NEW BUSINESS:

A. Public Use Permit – Rodeo Days Events

The Colville Chamber of Commerce submitted a proposal to use the west half of Heritage Court, alongside The Pour House, June 16, 2018 from 12:00 PM to 6:00 PM (copy on file). They will be facilitating live music and activities for Colville Rodeo Days.

It was explained if the applicant wants to use power for live entertainment, there will only be two power outlets available as Rotary is removing power outlets from Heritage Court in the next few weeks. It was also discussed that parking will need to be directed away from Main Street during the hours of 3:00 PM to 5:30 PM because of the Rodeo Parade that will occur at the same time.

Jeff Long made a motion to conditionally approve the Public Use Permit provided the following is met:

- Restroom and garbage services provided to the public
- Provide walkway from east to west of courtyard for pedestrians and emergency services
- Refrain from blocking alley and egress/ingress of Wynne Street
- Direct parking away from Main Street from 3:00 PM to 5:30 PM to allow for the Rodeo Parade

Dave Harper seconded the motion. Voice vote showed all in favor.

B. Public Use Permit – Rodeo Parade

A Public Use Permit Application was submitted by Lori Matlock to host a parade for the Rodeo, June 16, 2018 from 4:00 PM to 5:30 PM (copy on file). The parade will begin at the City Pool, head West down Dominion Street toward Main Street, head North up Main Street, head East on 2nd Avenue toward Oak Street, and head South down Oak Street back to the City Pool.

Jeff Cochran made a motion to conditionally approve the Public Use Permit provided the following is met:

- Clean Up behind horses, especially by the City Pool
- Certificate of Insurance Liability provided to the Building and Planning Department
- Public Use Permit fee paid

Jeff Long seconded the motion. Voice vote showed all in favor.

C. Temporary Use Permit – Greg Skeels

Greg Skeels has submitted a Temporary Use Permit application to operate a food cart at 503 W. 5th Avenue from June 2018 to November 2018 (copy on file).

Greg explained he will be pouring gravel in the lot in the coming weeks for site improvement. He is providing 12 spaces for parking, water and sewer has already been connected, and he will be building a fence around the lot. He is also providing two bathrooms, both co-ed, one will be handicap accessible. It was also discussed that the grease trap from the food cart had been inspected and approved by Scott Schauls. The cart is also Labor and Industries approved and contains the proper hood.

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Nancy Foll reminded the applicant to apply for the proper sign permits for signage.

Jeff Cochran asked that during site preparation the applicant ensures the sidewalk remains clear of debris.

Jeff Long made a motion to approve the Temporary Use Permit submitted; Dave Harper seconded the motion, voice vote showed all in favor

D. Temporary Use Permit – Jeremiah Martin

Jeremiah Martin has submitted a Temporary Use Permit application to operate a landscaping block yard at 611 N. Lincoln Street from April 2018 to October 2018 (copy on file).

There was discussion regarding vehicles tracking mud onto Lincoln Street from the property, causing an issue for the Street Department's clean-up regimen. It was also discussed that the current signage has not been permitted.

Jeff Cochran made a motion to conditionally approve the Temporary Use Permit provided the following is met:

- Clean up Lincoln Street when mud and debris is tracked from property by vehicles
- Sign permits must be applied for, for current signage
- Keep the property neat and orderly
- No building materials to be sold, landscaping materials only

Ron Frostad seconded the motion, voice vote showed all in favor.

PUBLIC COMMENT PERIOD: There were no members of the public present.

REPORTS:

Jeff Cochran reported Autozone has been in contact with the City and will begin work on their project in the upcoming weeks.

Nancy asked that in the future, Temporary Use Permit applications notate that signage will need to be applied for if the applicant wishes to maintain signing in their proposal.

Jeff Long reported Caterpillar will be opening a store in the existing building at 1080 N. HWY for a retail parts store. Dave Harper added that he will be meeting with the manager to do a Certificate of Occupancy Inspection April 18, 2018. Jeff Cochran added that the sidewalks for the ingress/egress may need to be reinforced depending on the use of the lot.

ADJOURNMENT

As there was no further business, Jeff Long made a motion to adjourn and Jeff Cochran seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 9:25 a.m.