

City of Colville

TECHNICAL REVIEW COMMITTEE

April 24, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, April 24, 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: Mayor Lou Janke, Building & Planning Administrative Secretary Sydney Gilmore, and City Clerk Holly Pannell. GUESTS PRESENT: David Hewes, John Smith and Russ Vaagen. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of April 17, 2018, had been distributed to each member prior to the meeting. Dave Harper moved to approve the minutes and Ron Frostad seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION:

A. General Land Use Application – Vaagen’s Cross Laminated Timber

Vaagen’s requested a pre application meeting with the Technical Review Committee (TRC) before submitting an application for two phases of project development to ensure the viability of a new cross-laminated timber plant.

Vaagen’s representative, John Smith, began the discussion with the possibility of vacating Canning Dr. and an update on the work that has been completed thus far. After meeting with Department of Ecology and completing an environmental impact assessment, he now has a firm idea of where the wetlands boundary is going to be as well as the wetlands classification. The newly proposed boundary is not far from the existing wetlands boundary. According to John, the area is currently listed as a class 3 wetland. After consulting with a representative from the Army Corps of Engineers, they now have an idea of what mitigation might be required.

Construction is planned to undergo two phases: Phase 1 will not have any construction on wetland areas. Phase 2 of construction will have wetland impacts at which point they will be working with the Army Corps of Engineers to see what mitigation steps should be considered.

A main point of concern regarding constraints to the project is the Canning Dr. right-of-way and the location of water lines. There was discussion regarding what it would take to move the water line and/or the possibility of removing the Canning Dr. easement altogether. The current utility easements and city right-of-ways were discussed by the committee.

John voiced his concern that the water line presents a problem to Phase 2 of the project. The project would require either the relocation of the existing water line or vacating the easement.

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Ron Frostad brought up the concern of acidic soil and how it adversely affects fittings that go underground. He said that the existing location is not a good place to have a water line anyway and mentioned that Jim Strong would have no issues with moving the water line as long as it didn't violate any fire codes. He also mentioned that they needed to be aware of flow restrictions regarding the "loop" and its requirement for circulation for the existing fire hydrants. These fire hydrants are required at this location and are supplied with 6" lines. Dave Harper explained he would need to know the flow rates (GPM) to the hydrants.

Mayor Janke suggested the possibility of using different hydrants that are supplied from another water line as a possible solution; possibly from the north and abandoning the line near Canning Dr. Dave explained that it was more than likely that it would be required to keep a hydrant located on the lower corner of the lot.

John mentioned that the water line does not currently reside within an easement. The current easement runs behind the former Hearth & Home building which will need to be fixed and recorded to show the true easement. Mayor Janke suggested the vacation and abandonment of the current easement and that the applicant consider creating a private drive for access to the building. They would then be able to remove the water line and connect to a line from the east or the north. It was suggested that the utility easement must remain for other utilities and/or future utilities.

Mayor Janke added the impact of future development would need to be discussed when making changes to utility and access easements. He suggested at least one or two avenues of access be kept available for this reason. John explained the wetland delineation will give everyone a better idea of what can or cannot happen beyond this development. Mill Rd. would still provide access to future and current development.

Ron questioned if there weren't any easement issues with Mill Rd. access. John confirmed that there are city easements that run along the road. He mentioned that the ideal location for the new line would need to involve Hewescraft because of topography and the better soil condition on that side of the road. He also explained that they have already been in communication with Hewescraft because of the existing easement issues. If they did move the easement so that it is above the water line, they would already be doing easement work and would like to have a conversation about possibly having an easement on the other side of the road.

RJ requested the applicant show another access point when they formally submit the easement vacation application - before or during the submittal of Phase 2. He added with the Phase 1 General Land Use application, they might assume the vacation of the easement.

Dave added if they moved their water supply to the new easement location, it would probably be the best way to supply the hydrants. It was confirmed there are currently enough hydrants available for Phase 1 of the project.

RJ stated it looks like they are good to move forward with the application process for Phase 1. Phase 2 will require another meeting to verify the changes taking place and how to proceed.

B. Pre-Application Submittal - David Hughes

David Hughes was invited to TRC to discuss the opening of his proposed auto detailing business.

RJ explained there would be no zoning issues but mentioned his concerns regarding waste water runoff and drainage. David plans to use the indoor drain during the winter and would like to wash cars outside in

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the summer. David predicts he will be working on about 2-3 cars/vehicles per day. RJ added, with regards to washing vehicles outdoors, that the only issue he sees from a zoning standpoint is parking availability with surrounding businesses.

David added he will not be detailing engines that would result in grease/oil runoff. At most, he will only be washing dust off the plastic parts that cover the motor. It was questioned whether the indoor drain had a new sediment trap and David was unaware.

It was agreed that the next step is to schedule the Certificate of Occupancy inspection as well as inspect the sediment trap.

OLD BUSINESS:

A. Public Use Permit – Famers Market

The NE WA Farmers Market submitted a Public Use Permit Application for the use of the 100 Block of East Astor Street from May 2, 2018 to October 31, 2018. A dimensional drawing of the Farmers Market booth setup was included in the application along with other required documents (copy on file). The application was reviewed by committee members prior to the meeting.

After review of the booth setup; Dave Harper explained the following was to be met in order to follow fire code:

- No more than 700 sq. ft. of tents/stalls together without 12 ft. of separation.
- No cooking in tents/stalls with sidewalls unless there is a 20 ft. separation from other tents/stalls.
- Portable fire extinguishers in all tents/stalls with heating or cooking appliances.
- All tents/stalls must be anchored.
- No grease cooking or sparks within 20 ft of tent/stall.

Dave mentioned that all cooking has to be done away from businesses with awnings.

Nancy was concerned about the unmarked barricades. Her concern is due to the recent vehicle attacks mentioned in the media that occurred at public gatherings. She feels that the “Road Closed” signage should be clearly displayed on all barricades.

It was discussed that extra signage was not necessary because the traffic flow is one-way and the barricades that didn’t have signage were placed on outlets that had permanent “exit only” signs already affixed.

Holly Pannell was asked to enter the discussion regarding state-requested road closures as is done with parades. It was agreed an official road closure through the state should not have to be requested because it is a City street rather than a State highway.

Holly asked if Nancy was requesting to copy the agreement held used by the state regarding road closures for our city streets. Nancy felt the Building and Planning Department should have or create something similar for requests of this nature.

Jeff Long and Jeff Cochran explained the City follows the MUTCD and these barricades normally have an orange hash on the barricades rather than verbiage. Nancy disagreed that this would solve the issue. Ron Frostad suggested using concrete barriers instead.

RJ asked if the conditions should include verbiage saying the applicant would need to work with Jeff Long and Jeff Cochran to come up with a traffic control plan. Jeff Long explained they would need to provide their own signage, the City would not be providing signs. (5/8/2018)

RJ asked about Dept. of Health authorization for food handling/serving. He and Sydney wanted to be sure whether or not such credentials should be a requirement or not.

RJ went over the conditions thus far and asked if meeting with Jeff Long and Jeff Cochran to come up with a plan for the unmarked barriers would be enough to satisfy Nancy's concern. Nancy requested the condition be more formal. She asked that a "due by" date be included in the condition. RJ asked if we could direct them to the MUTCD instead and she said no, there needs to be steps they should follow and the State should have some type of guidelines for these types of events. Ron reminded Nancy the only thing the City requires is a Traffic Control Plan and it has been provided by the applicant. It was agreed Public Works would need to meet with the applicant to come up with a traffic control plan by May 31st. (5/8/2018)

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

- No more than 700 sq. ft. of tents/stalls together without 12 ft. of separation.
- No cooking in tents/stalls with sidewalls unless there is a 20 ft. separation from other tents/stalls.
- Portable fire extinguishers in all tents/stalls with heating or cooking appliances.
- All tents/stalls must be anchored.
- No grease cooking or sparks within 20 ft of tent/stall.
- Traffic control plan coordinated with Public Works Department before May 31st.
- Provide a point of contact for fire inspection.

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

NEW BUSINESS:

A. Public Use Permit – High School Jazz Band

The Colville High School submitted a Public Use Permit Application for the use of the Eastside of Heritage Court to put on a jazz band performance. The application was distributed to TRC members prior to the meeting (copy on file).

There was discussion regarding the availability of power outlets during proposed use. Dave Harper added that, if used, extension cords need to be secured, per code. Also, he hoped that Rotary would be done with their study to find out which outlets are still active or not. He voiced concern about there still being exposed wires on the panel from which the old lines were removed. The applicant will need to coordinate with the Park & Recreation Director regarding the power supply issue.

Jeff Long motioned to approve the Public Use Permit provided the following conditions are met:

- Electric power cords will be secured to mitigate trip hazards.
- A walkway from east to west of courtyard will be left open for pedestrians and emergency services (Please coordinate with the Pour House to ensure a walkway between their sidewalk café and your performance area is available).
- Refrain from setting up in areas that are currently being worked on by Rotary.

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

B. Public Use Permit – Levchenko Food Trailer

Olga Levchenko submitted a Public Use Permit Application for the use of the no-parking zone in front of Heritage Court for her food trailer. The application was distributed to TRC members prior to the meeting (copy on file).

There was discussion regarding the location and it being a state highway no-parking zone.

Ron Frostad moved to deny the request because the proposed location of the food trailer may pose a safety hazard and cannot be permitted as submitted.

Jeff Long 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 broke ground. It was also mentioned that the property manager needs to be contacted regarding the pot hole in front of Horizon Credit Union and O'Reilly Auto Parts.

Dave Harper reported that Caterpillar will move into their leased warehouse soon. If business goes well they plan to build in the future.

RJ mentioned that they will be doing a field survey for the Bike, Pedestrian Trail Plan so that issues can be identified and addressed accordingly.

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 9:55 a.m.