

City of Colville

TECHNICAL REVIEW COMMITTEE

April 1, 2014

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, April 1, 2014 in the Council Room at City Hall. 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, Municipal Services Administrator Eric Durpos, and Councilmembers Lou Janke and Terry Foster. MEMBERS ABSENT: Street/Park Superintendent Terry LeCaire. OTHERS PRESENT: City Treasurer Vickie Strong. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of January 7, 2014 had been distributed to each member prior to the meeting. Bob Cleaver moved to approve the minutes as written. Eric Durpos seconded. Voice vote showed all in favor.

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

NEW BUSINESS

- A. Notice of Intention to Commence Annexation
Applicant: Stephani Smith
Location: North of Garden Homes Drive (8.83 acres)

A completed Notice of Intention to Commence Annexation by Stephani Smith had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). The request is to annex five (5) properties located on the north side of Garden Homes Drive between the dialysis center and Miner Street. The residential properties are within the City's urban growth area and they are currently served by City water.

Municipal Services Administrator Eric Durpos explained that Stephani Smith had approached him about how to get hooked up to City sewer because the septic system is failing on her property at 161 Garden Homes Drive. Eric stated he met with the Smiths, the County, and the NE Tri-County Health Department to identify options to resolve the problem. The following options were identified:

- Option 1 would be for the Smiths to annex and install a private pump system from their septic tank to the City sewer on Ivy Avenue, at a cost of about \$12,000.
- Option 2 would be for the Smiths to put in a new drainfield, which would have to go in their front yard. He stated due to environmental issues and separation limitations between a new drainfield and the water line it would be very tight. The Smiths would still have to pump from the backyard to the new drainfield at a cost of about \$15,000.

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Eric stated that the best solution, both environmentally and economically, would be for the Smiths and four adjoining parcels to annex into the City.

Eric referenced a similar situation that occurred on Garden Homes Dr./Swede Anderson Rd. when the Kirpes's septic system failed. They were allowed to install a pump system and connect to the City sewer. At the same time an annexation request was being processed, the hook up was achieved through a signed agreement between the City and the property owner. It was recognized that the sewer would have to be disconnected if the City Council denied the annexation. The single family dwelling on the Kirpes property was connected to City sewer and the annexation was approved.

Eric indicated he hoped the Smith annexation could move forward as quickly as possible because of the situation with their failing septic system. He felt that once it appears reasonably certain that the annexation is going to be approved, he would like the Smiths to be allowed to enter into an agreement to hook up to the sewer, as proposed, and proceed with the work.

Discussion regarding potential impacts of the proposed annexation is summarized below:

Land Use/Development

Jim Lapinski stated that the properties are currently located in Stevens County and are zoned residential, which would be consistent with the recommended zoning upon annexation. It was pointed out that some of the subject properties have the potential of being further subdivided after annexation and the residential zoning designation would allow for that.

Water

The properties are currently being served by City water. Fire hydrants have been installed to the serve the area.

Sewer

The properties are not connected to the City sewer system. It was questioned at what point sewer would be required to serve the properties. Eric stated the subject properties won't be required to install sewer until one of their septic systems fails like the Smith's has. He advised that any new development in the future would require the developer to extend the sewer to serve the lots. Eric estimated that the cost of installing a sewer line from Witham Rd. to the Smith's property would be about \$76,000. He advised that per the Colville Municipal Code sewer connection can be required when properties are within 150 feet of the sewer system – at their cost. Councilmember Janke questioned whether a condition of annexation could be to require the Smiths to connect to the City sewer on Garden Homes Drive when it becomes available. It was noted that a latecomer agreement would be an option for future connections to the line. Bob Cleaver advised that the term for latecomer agreements has been changed from 15 years to 20 years.

City Treasurer Vickie Strong pointed out there is the potential for more septic system failures in the future given the age of a lot of the homes in the area.

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Streets

Bob referenced goals and objectives from the Comprehensive Plan Annexation Element which had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). They state in part that “utilities, roads, and services within the urban growth area should be built to City standards.” He asked what the functional classification and right-of-way widths were for Garden Homes Drive and Miner Street. He questioned whether any street improvements would be required as a condition of annexation. Councilmember Janke felt that Street/Park Superintendent Terry LeCaire should assess the road conditions and determine what is going to be needed in terms of future maintenance and repairs. He also felt that the culvert at Ivy Avenue and Miner Street needs to be addressed.

Fire Protection

Bob advised that Fire Chief Joe Hirsch indicated that the Colville Fire Department and Fire District 3 have a mutual aid agreement for fire protection. There are no known impacts related to the proposed annexation. Bob noted that Fire District 3 will lose revenue from assessments currently charged to the properties in the annexation area.

Annexation Process

Jim noted that Step 1 of the annexation process is for TRC to forward the Notice of Intention to the City Council with a recommendation to accept, reject, or modify. In response to a question, Jim felt that this would be the stage for others to join in the annexation, if desired. If accepted, Step 2 of the process would follow with the filing of a Petition to Annex by the proponents.

Vickie Strong stated that the property owners that are part of the Garden Homes Water Project, with the exception of the Esteps, will be signing agreements that they will not oppose annexation in the future. Eric Durpos advised that the City Attorney continues to work on the language for the agreement.

Councilmember Lou Janke stated Resolution #2-88 defines the annexation policy for the City. According to the policy an analysis of the proposed annexation needs to be done to justify it. He noted it seems like the City has not been following the policies; decisions have been more subjective. Lou advised that the Budget Committee, of which he is a member, is in the process of reviewing the annexation policy for possible revision. The committee is gathering information from other staff members at this time.

Lou expressed the feeling that part of what is done with this request will set the precedence for other properties in the Garden Homes area. Although the properties are already serviced with water, the sewer, roads, and levels of service are issues that need to be evaluated. He felt that a Cost Benefit Analysis is very important to the Council’s decision making process.

Bob Cleaver noted that one of the goals in the Comprehensive Plan Annexation Element states “Require the entire boundary for proposed annexations be documented by a record of survey performed by a registered land surveyor. Existing legal surveys may be accepted if deemed valid.” Jim questioned who would be responsible for a survey or to write a legal description acceptable to the County Auditor. He felt that the Council has some control over this but it should be determined because the proponents would

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need to know. Bob stated that typically County property owners own to the center of roads, which are generally prescriptive easements; they have never been dedicated.

Eric Durpos offered to try to get answers to some of the questions raised during discussion to assess the impacts of the proposed annexation. He stated he will discuss impacts to the Street Department with Terry LeCaire and provide the information to the TRC. Eric offered to get the property valuations and put some estimates together on projected revenue from the proposed annexation. Jim suggested that the Fire and Police Departments be requested to provide written comments regarding any potential impacts.

In conclusion, prior to formulating a recommendation, it was a consensus to research and answer the questions that have been brought up and then schedule another meeting to discuss the information. It was felt that it is important for the TRC to address the issues of concern and then forward a recommendation to the Council with as much information as possible to aid in their decision.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Bob presented a report on activities and current building projects, including a new duplex on N. Main, a new duplex on N. Elm, and a new single family dwelling in Pheasant Ridge. He completed the plan review for the new Senior Center and has received no comments from the architect at this time. The McDonald's project is progressing and framing is being completed at this time. The South Main Restaurant is redoing interior finishes; no permit is required. Bob stated he observed the use of City property by the old County Shop as a staging area for storage sheds that are being sold by someone.

Jim indicated that he and Bob will investigate the apparent use of the City property by the old County Shop. He indicated he is working on the Capital Facilities Plan and noted that a meeting needs to be scheduled to rank Current Expense projects.

Lou Janke reported that a group of people plan to bring a proposal to the City Council for the use of the old County Shop as a community market facility.

ADJOURNMENT

As there was no further business, Bob Cleaver moved and Eric Durpos seconded the motion to adjourn. The meeting was adjourned at approximately 9:50 a.m.