

City of Colville

TECHNICAL REVIEW COMMITTEE

April 26, 2011

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: Building Official/Inspector Robert Cleaver, Street Superintendent Terry LeCaire, Municipal Services Administrator Eric Durpos, Planning Director Jim Lapinski, and Councilmember Dorothy Bergin. MEMBERS ABSENT: Councilmember Doug Kyle. OTHERS PRESENT: Assistant Planner Melinda Lee. GUESTS: Betty Parazoo. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of March 29, 2011 had been distributed to each member prior to the meeting. The minutes were approved as written.

At this time, the agenda was reordered to consider New Business.

NEW BUSINESS

- A. Temporary Use Permit Application #1-11  
Applicant: Betty Parazoo for 4-H Leaders Council  
Location: Vacant parcel(s) between Wynne & Washington & Elep & Glen  
Request: 1-day Circus on June 16, 2011

A completed temporary use permit application by Betty Parazoo, 4-H Leaders Council, had been distributed to each member prior to the meeting (copy on file). The proposal is to allow for a 1-day circus to be held on June 16, 2011, on vacant property, in the C-3 (General Commercial) District. The subject property is located between Washington & Wynne and Elep & Glen Streets.

Betty Parazoo explained that the 4-H Leadership Council was sponsoring the circus to raise funds. They provide training opportunities to members of the 4-H, leaders, and volunteers. They have worked with Culpepper & Merriweather in the past and have not had any problems with them. In response to some of the questions from TRC members, she confirmed that there will be a one million dollar insurance policy for Booth & LaDuke and the 4-H Leadership Council; generators will be used for electricity; they will pay for their water usage; and they have received permission from the Nichols family, the South Town Mall Association, and the Senior Center to use their properties for parking.

The temporary use permit criteria were reviewed and the comments from Jim Lapinski and Melinda Lee were presented as follows:

1. *The temporary use shall occur for a maximum of six (6) months.*

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This is a one-day event. The circus company will arrive in the morning of the event, set up all accessories, hold two shows in the evening, tear down after the last show, and vacate the premises on the same day.

2. *The operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.*

The property is located on vacant parcels within an existing commercial and industrial zone. The circus organization, Culpepper & Merriweather, has been in business since 1985. They have an established technique of operating that provides the least amount of negative impact on the community as possible. The community is invited to spend the day and watch the transformation. The applicant has worked with this organization in the past without any negative repercussions.

3. *The proposed site is adequate in size and shape to accommodate the temporary use without detriment to the use and enjoyment of other properties in the project vicinity.*

The applicant has received permission from Booth & LaDuke to use their property; the south half of Lot 5, Lots 6, 7, 8, 9, and the north half of Lot 10, for the circus site. Lots 6-10 (north half only) will provide the 90,000 square feet needed for this use. The Senior Center has given permission for their Lot 4 and north half of Lot 5 to be used for parking. Combined with the rest of Lot 5 from Booth & LaDuke, this will give a 200 ft X 200 ft area for parking, which could accommodate approximately 100 vehicles based on average parking space sizes and maneuvering area.

4. *The project makes adequate provision for access and circulation, water supply, storm drainage, sanitary sewage disposal, emergency services, and environmental protection.*

The applicant has been in contact with the City Water Department to arrange for water supply. There is existing storm drainage; portable toilets will be provided on site; emergency services will be available; large dumpsters will be provided on site; and there are no environmental issues apparent.

5. *Adequate temporary parking to accommodate all vehicular traffic that will be generated by the use will be available either on-site or at alternate locations acceptable to the review authority.*

As noted under Item #3, there will be off-street parking space available for approximately 100 vehicles. There is also on-street parking allowed and available along Wynne Street, Elep Avenue, and Washington Street. The property owners for the vacant lot across Washington Street and the existing parking lot for the South Town Mall have granted permission to use their lots for off-street parking for the event.

Bob Cleaver pointed out the following: Fire Code requirements need to be complied with regarding a fire retardant tent; fire extinguishers; ingress/egress based on occupancy; and separation between the tent and parking. He also pointed out that the access for emergency vehicles and sufficient bleacher seating needs to be provided. He asked for a site plan from the circus company to show how they plan to site the facilities on the lot or a letter that confirms they will be compliant with applicable codes.

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Jim confirmed with the Treasurer's office that a business license is not required because the 4-H Leadership Council is a non-profit organization.

Eric Durpos confirmed that there was sufficient water available for the event.

The following conditions were formulated to be included in the final approval letter:

1. All applicable Fire and Building Codes will be complied with;
2. A site plan will be submitted showing layout of facilities and provision of emergency access;
3. Or, a letter confirming the circus will be compliance with the all applicable codes.

### OLD BUSINESS:

#### A. Discussion – Pheasant Ridge Street Amenities.

Land Division Ordinance Section 16.16.080, Street amenities, had been distributed to each member prior to the meeting (copy on file). In reference to Pheasant Ridge Estates, Jim explained that approval of the final long plat was conditioned upon completion of these amenities. There was concern that with the issues surrounding the failure of the streets that some of the final amenities may have been overlooked. It was confirmed that the street signs are being made and will be erected; the pedestrian path is already constructed; and the street lights that are there are sufficient.

### REPORTS

Melinda noted that the conditional use permit for the Junior High School was going to be considered by the Zoning Board of Adjustment this Friday, April 29<sup>th</sup>, and to expect startup of the project soon.

### ADJOURNMENT

As there was no further business, the meeting was adjourned at approximately 9:15 a.m.