

City of Colville

TECHNICAL REVIEW COMMITTEE

May 8, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, May 8, 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 MEMBERS PRESENT: Nancy Foll, Chris Loggers. STAFF PRESENT: Mayor Lou Janke. GUESTS PRESENT: John Smith and Kyle . RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of April 24, 2018, had been distributed to each member prior to the meeting. Ron Frostad moved to approve the minutes and Jeff Long seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION: There were no Pre-Application Submittals at this time.

OLD BUSINESS:

A. SEPA Checklist Determination of Significance/Non-Significance

RJ Keetch reminded the committee of the process of determining the significance/non-significance of a SEPA Checklist.

Dave Harper noted the SEPA Checklist sites an incorrect parcel number. The parcel number will need to be fixed and the SEPA resubmitted with the correct information.

Jeff Cochran made a motion to determine the submitted SEPA Checklist as Non-Significant. Dave Harper seconded the motion. Voice vote showed all in favor.

B. General Land Use Application

Vaagen Timbers LLC submitted a General Land Use Application for the development of a new manufacturing facility that will produce Cross Laminated Timber, Glulam, and Finger Jointed Lumber (copy on file).

RJ Keetch explained that the General Land Use Application was not considered complete and will need to be resubmitted to provide needed information. The additional information needed was noted and a copy given to the applicant as well as the committee members (copy on file).

Ron Frostad noticed one of the resubmittal requirements was to “build sidewalk adjacent to 395 or contribute an estimated construction amount to the City for future construction. Ron questioned why the applicant would need to provide this sidewalk considering that 395 is not the frontage road to the proposed facility. RJ explained that was ultimately up to Public Works and if they would like to waive the requirement they may do so, per the provisions of the code..

RJ asked for explanation behind the calculation of parking spaces that was provided by the applicant. John Smith, representative of Vaagen Timbers LLC, explained they provided spaces for the number of employees rather than based on the square footage of the building. The applicant is following the Colville Municipal Code parking requirements for a “warehouse” use rather than a “manufacturing facility” use. RJ explained that the applicant can apply for variance to provide parking for the employee count rather than the square footage of the building. RJ and John will have further discussions regarding parking options at a later date.

John discussed with Ron Frostad the existing grade of the area where the sewer line will be and they determined that it was enough to allow for a two percent slope to support gravity drainage. John will meet with Ron at the site to confirm that the measurements for determining proper drainage slope are correct.

John and Kyle requested an address be issued for the new facility. RJ asked that they meet with Sydney in Building and Planning to issue the address.

No motion was made at this time.

C. Discussion Item – Farmers Market

RJ explained that after the Public Use Permit was conditionally issued to the NE WA Farmers Market, Dave completed a fire safety inspection of the setup. While inspecting the booth setup it was apparent the Farmers Market was not following the site plan as approved by the TRC committee at its April 24, 2018 meeting. Dave added there was no access for emergency services and that the dimensions of some booths are greater than the allotted 10 ft. by 20 ft. spaces which in turn leaves little to no space for an emergency service vehicle to gain access. This is a safety issue.

RJ added that the layout of the vendor’s booths and their vehicles is similar to what they have done in the past. Nancy mentioned that not all vendors park their vehicles behind their booths.

Dave explained the safety concern is not only for the Farmers Market but also for the apartments that sit on Astor St. as well as the businesses like Tazi’s Coffee Shop and Colville Bookkeeping.

Mayor Janke suggested the booths be setup toward the buildings and position their vehicles on the opposite side. Dave explained that if they were to do this they would need to ensure there are no booths where cooking would take place because they have to be positioned 20 ft. away from any awnings or structures. The North side of Astor Street is the only side that has awnings.

The conditions that were cited in the original Letter of Approval were discussed. Dave explained the problem is not with conditions that were not cited but that the Farmers Market is not adhering to the site plan that was submitted and approved.

It was agreed that the Farmers Market needs to provide at least one lane of access for emergency services.

D. Discussion Item – Olga Levchenko

Olga Levchenko has requested to set up her food trailer on the sidewalk bulb out on the southeast corner on the corner of Astor Street and Main Street. RJ Keetch explained that if there is little concern of the setup and location Olga can submit a Public Use Permit Application for further review.

It was suggested that she apply to use the west side of Heritage Court as there is more room and power supply available.

NEW BUSINESS:

A. Discussion Item – Western States Equipment Co.

There was an update by Dave regarding Western States and their intention of taking the two buildings. Ron Frostad added that he spoke to Lehman and he said that he would not be renewing his lease and that he is hoping that Western States takes over the lease there. It was determined that there will be heavy equipment or large trucks transiting to and from the property and that the sidewalk needs to be reinforced.

B. Public Use Permit – The Pour House

This item of business has been withdrawn as the applicant has asked to wait until the next meeting to provide more information.

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

REPORTS:

Mayor Janke reported that, on the north side of Hawthorne Avenue, there is excavation taking place that should be checked out.

Nancy Foll reported that in last week's minutes her concern regarding the Farmers Market barricades were not recorded correctly and she would like the minutes to be reviewed and edited to reflect what she felt was discussed. Jeff Long explained that he has looked at the MUTCD regulations and they are very vague about the requirements for the safety concern that Nancy discussed. Mayor Janke added that if there is to be access for emergency services, the signage should clearly state "emergency services only." Ron Frostad moved that we review the minutes of the previous meeting and clarify Nancy's statements and make sure they are taken care of. Dave Harper seconded the motion. Voice vote showed all in favor.

Dave Harper reported a new single family residence will be going in at Ringneck Loop. There is also a proposal for the development of a couple of duplexes on Birch Avenue.

RJ Keetch reported there will be a Downtown Plan meeting held this afternoon with Chamber, TEDD, and Main Street. He also reported there will be a Pedestrian, Bike and Trail Plan meeting held May 16th at 5:30 PM at the TEDD office.

ADJOURNMENT

As there was no further business, Dave Harper made a motion to adjourn and Ron Frostad seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 9:12 a.m.