

City of Colville

TECHNICAL REVIEW COMMITTEE

May 29, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, May 29, 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, Public Works Director Jeff Cochran, City Engineering Technician Ron Frostad, and Street Supervisor Jeff Long, COUNCIL MEMBERS PRESENT: Nancy Foll, Chris Loggers. STAFF PRESENT: Mayor Lou Janke, City Attorney Logan Worley, and Building and Planning Administrative Secretary Sydney Gilmore. GUESTS PRESENT: John Smith, Judy Weaver, Monty Jones. RECORDING SECRETARY: Building and Planning Interim Administrative Secretary Todd Chun.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of April 24, 2018, was edited at the request of TRC members at the May 8, 2018 meeting. The edits were notated and distributed to each member prior to the meeting (copy on file). Jeff Cochran moved to approve the minutes as corrected and Jeff Long seconded the motion. Voice vote carried, motion passed unanimously.

The minutes of the previous meeting of May 8, 2018 were distributed to each member prior to the meeting. Jeff Long moved to approve the minutes and Jeff Cochran 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. Discussion Item – Amended SEPA (Site Plan Alteration) – Vaagen Timbers, LLC**

John Smith, representative of Vaagen Timbers LLC, submitted changes to the Site Plan that were reviewed and discussed at the May 8, 2018 TRC meeting. These changes require an amendment to the SEPA that has already been processed. The newly amended site plan was distributed to the TRC members, for review, prior to the meeting (copy on file).

RJ Keetch elaborated that the alteration to the site plan was due to changes in the parking layout. John Smith brought in the plans to show the committee the alteration in detail. He also mentioned that due to the addition of more parking, there was also a modification made to the landscape plan to meet the requirements. Per Colville Municipal Code, and the size of the plant building, 86 parking spaces are required. They have added 2 more handicap stalls bringing the total of handicap stalls to 4 for that lot. They will also have 20 on-street parking spaces on the frontage road. They have also incorporated the parking area between their plant and Haney Lumber. This change required the increase of storm water

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collection, which John showed to the committee on the plan. This affected the landscape plan which now includes more area for drainage and the addition of a retaining wall.

RJ noted that because of the SEPA, we would need to distribute the amended site plans to the various groups involved in the decision process (e.g. Ecology, Commerce).

John Smith mentioned that because of the addition of the parking lot and consequential storm water collection required to service it, the area of impact is now greater than one acre which is why they were then required to file for a construction SEPA permit, which they have already done on Friday (5/25/18).

John Smith submitted a letter, per RJ's request, clarifying the ownership of the property. The letter is from Vaagen Brothers Lumber stipulating that the area being developed is being leased by Vaagen Timbers LLC. John also submitted a stamped copy of the engineer's letter establishing there is plenty of room for two trucks to utilize the frontage road if parking was placed on both sides of the road.

RJ reminded John that he would need him to resubmit the General Land Use application with the new changes. The resubmittal will come back to TRC for further review and potential approval.

### NEW BUSINESS:

#### **A. Discussion Item – Emergency Operations Center: Zoning**

An Emergency Operations Center is being discussed between Fire District #3, City and County representatives. The site that is being looked at to house the facility would be Stevens County Parcels # 0199324, 0199325, and 0199326. This site is located in the Light-Industrial zone.

Jeff Cochran explained to the committee that his primary concern is the zoning of the lots in question and he would like to ensure they are properly zoned for the purpose of using it as an Emergency Operations Center. RJ noted the lots are currently listed as L-I (Light-Industrial) and would need to be changed to be listed as Commercial District properties for the purposes of the EOC. RJ noted that the southern parcel is contiguous to an existing C-3 property which should make the change fairly easy. RJ reminded those involved in the property acquisition that they would need to be sure that the zoning change occurs prior to the closing of the sale. RJ asked about the timeline for this project and Jeff Cochran replied that they expect to have the preliminary design plans submitted by the end of June. RJ noted that it would probably take three months to get all the zoning completed.

#### **B. Discussion Item – Small Cell Ordinance**

Logan Worley explained to the committee how "Small Cell" is the next step of wireless communication enhancement that has its implementation focused primarily around urban areas and high population centers. A small cell antenna is one that takes no more than three cubic feet of space. He added that the size limitation of this definition only concerns the antenna and not the rest of the communication apparatus. He mentioned that, according to FCC guidelines, the city cannot deny the implementation of these cell towers, but it can certainly control the design requirements, specifically in keeping with the aesthetic goals of the city.

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RJ asked Logan if these small cell towers are typically integrated into utility poles. Logan confirmed that utility poles are the most typical location for such towers. Logan noted that the towers are usually situated 50 ft. to 300 ft. apart and are going to be integral to the operation of future 5G cellular networks which is supposed to be faster than anything that currently exists today.

RJ was concerned over jurisdiction since it seems like the majority of these sites will be on Avista utility poles. Logan believes that the design requirements are surely within the jurisdiction of the City. He added that only the antenna itself will be affixed to the pole whereas the rest of the equipment could either be put under or above ground next to the pole which is why he feels the City shall maintain jurisdiction over the design aspects of this matter. Logan also explained that city light poles would be another possible location of these antennas which would again be within the city's jurisdiction regarding design.

RJ reminded the committee that it is still very early in this process but he wants everyone to know that it is something to consider for the future. Mayor Janke added that he knows of no current standards for such designs and it would be a good thing to start thinking about devising some. Nancy Foll added that there have been at least two significant articles in the City Association publications regarding the concerns that this issue brings up which the council may want to use as a reference since they cover a lot of the same subject matter.

RJ noted that if they adopted this, it will get them part of the way adding that the right of way situations will be enforceable but they may need to tweak the zoning code a bit to address enforcement concerns that may arise on private property. Mayor Janke reiterated the importance of setting design standards. He showed photographic examples of what he thought did not look attractive. Logan mentioned that the ideal design would make the apparatus blend into their environments so that most people won't even notice that they are there.

RJ mentioned that he can affect the private property side of things regarding zoning but the equipment that resides on or below ground, usually within a right of way, should require the input of the Public Works department.

RJ asked if anyone had any idea as to what the next step would be. Mayor Janke replied that the next step would be to take the proposed ordinance to council for their consideration. RJ noted that if the council adopts this ordinance, the private property aspect will still need to be addressed by updating the zoning code. Nancy added that she feels that council is going to need a lot more education regarding this matter before they can reach an informed decision. Mayor Janke stated that probably the way to approach the Council would be to have a discussion first, followed by a briefing with notes attached, and then involve Council.

### **C. Public Use Permit – The Pour House**

A Public Use Permit was submitted for the use of 20 parking spaces in the Wynne Street parking lot to display classic cars at the same time as a fundraising event to be held in Heritage Court. The application was distributed to committee members prior to the meeting (copy on file).

Sydney Gilmore noted that this application was submitted by Susan Linse and her daughter Julie Gibbons. There will be no event activities being held in the parking lot but instead they are just looking for a spot to park the cars together.

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RJ moved to conditionally approve the application provided the following conditions are met:

1. Provides the Building and Planning Department written approval from the parking commission allowing 20 spaces in the Wynne St. parking lot to be reserved.
2. Limit the hours of this event to begin no earlier than 9:00 am and to conclude no later than 11:00 PM on June 22, 2018.

Jeff Cochran seconded the motion. Voice vote carried, motion passed unanimously.

**D. Public Use Permit – Monty Jones**

A Public Use Permit was submitted by Monty Jones and Judi Weaver for the use of Heritage Court to hold an Alzheimer's Benefit/Auction/Fundraiser. This application and supporting documents were distributed to the committee members prior to the meeting (copy on file).

Judi Weaver mentioned that they will need to move the location of where the band was planning to be due to the fact that the power supply is on the other side of Heritage Court. She was unaware that they the side they had planned on placing the band had the electrical outlets removed. Monty Jones noted that the event area is to extend from the front of Frontier Title out to Main Street. RJ asked if they had already coordinated with the Pour House and both Monty and Judy replied that this event was actually the idea of the Pour House. They conceded that they will be using the basic entirety of Heritage Court for this event.

Jeff Long wanted to be sure that there would be enough room for pedestrian traffic to pass through Heritage Court to get to and from the parking lot and this was confirmed by Monty and Judy.

Jeff Cochran moved to approve the application provided the following conditions are met:

1. Maintain pedestrian access along the Getty's Flooring side of Heritage Court.
2. Limit the hours of this event to begin no earlier than 9:00 am and to conclude no later than 11:00 PM on June 22, 2018.
3. Mitigate/eliminate any tripping hazards.

Jeff Long seconded the motion. Voice vote carried, motion passed unanimously.

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

REPORTS:

Jeff Cochran reported that the Vaagen's project just broke ground today (5/29/18). He also reported the parking lot at 2nd and Main is looking good but he did not see that a charging station had been installed yet.

ADJOURNMENT:

As there was no further business, Jeff Cochran made a motion to adjourn and the motion was seconded by Jeff Long. Voice vote showed all in favor; the meeting was adjourned at 9:04 a.m.