

City of Colville

TECHNICAL REVIEW COMMITTEE

May 30, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, May 30, 2017, in the Council Room, at City Hall. Chairman RJ Keetch called the meeting to order at 8:36 a.m. with a quorum present.

MEMBERS PRESENT: City Planner RJ Keetch, Building Official/Inspector Dave Harper, Street Superintendent Jeff Long, Municipal Services Technician Ron Frostad, and Council member Nancy Foll. MEMBERS ABSENT: Council member Mike Birch. GUEST PRESENT: Lynn O’Conner. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of May 23, 2017, had been distributed to each member prior to the meeting. Dave Harper moved to approve the minutes and Jeff Long seconded the motion. Motion passed unanimously.

OLD BUSINESS: There was no old business to be presented.

NEW BUSINESS:

There was a reorder of new business to accommodate the guest speaker.

A. General Land Use Application—First Baptist Church

A General Land Use Application submitted by First Baptist Church was administered to committee members prior to the meeting. First Baptist Church is proposing to add a lobby to the existing sanctuary on the south end of the building, as well as updating the parking area. The addition will be roughly 2,000 sq. ft. and is mainly for pedestrian flow. This will be the first phase of expansions to be completed by the First Baptist Church.

Ron Frostad moves to accept the site plan as submitted and Dave Harper seconded the motion. Voice vote carried unanimously.

B. Discussion – Heritage Court

RJ Keetch introduced Lynn O’Conner, past president of the Rotary Club and current member. Lynn is spearheading the cleanup of Heritage Court. Lynn explained that Rotary is not opposed to cleaning the court from the ground up. If the courtyard is scheduled to get tore up at a later date they would rather not fix from the ground up. Rotary is requesting a timeline of what the City plans on doing with Heritage Court.

The Mayor has given permission to Rotary to remove a planter. By starting with one planter, rotary will have a better picture of what the workload will be to remove all of the planters. They will also have a better idea of what will need to be done below the planters. It is believed that the planters are built into the courtyard and Rotary will need to temporarily fill the area where the planter was removed. There is currently power and

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electric inside some of the planters. Rotary expects to remove the trees in the courtyard and try to transplant them elsewhere.

RJ Keetch explained that Welch Comer and the Mayor will have a meeting where they will be able to develop a scope of work for the Heritage Court/Astor Corridor proposal. Once this meeting takes place and a timeline is created Rotary will be notified.

There was discussion about the history of water services being put in the courtyard. Nancy has asked to talk to the Mayor and Oda Chartier, from the Parks Department, to be filled in on what is known by the City about Heritage Court. Once Nancy knows more of the history of the courtyard she will get back to Lynn about Rotary starting work on removing the planters.

C. Discussion – Project Tracking

An example of a project manager spreadsheet was distributed to the committee. This spreadsheet will be brought to TRC once a month. The spreadsheet will track projects from start to finish and will help determine what is to be worked on next. Sydney Gilmore will maintain the spreadsheet. Nancy Foll added that in the future, when the City enables the intranet, departments will be able to share the spreadsheet electronically.

D. Discussion – General Land Use Application

RJ Keetch explained many general land use applicants were not submitting sufficient documentation needed to make the determination if all code requirements were being met. Because many incomplete applications were being submitted, the General Land Use Application has been reviewed and edited. Requirements are now detailed in the application. When the application is given to the applicant they will also receive the code that explains what is needed.

E. Discussion – Strategic Plan

RJ Keetch explained that the draft Strategic Plan has been distributed to the Mayor and Department Heads. RJ and the Mayor have offered a few edits, and he hopes for more input from the Department Heads. This draft will go to Council for review June 27, 2017.

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

REPORTS:

Jeff reported the Mechanic job is open until June 12, 2017.

There was discussion about the Project Review Checklist being used between departments

ADJOURNMENT

As there was no further business, Dave motion to adjourn and Jeff seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 9:33 a.m.