

City of Colville

TECHNICAL REVIEW COMMITTEE

May 1, 2012

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: Planning Director Jim Lapinski, Building Official/Inspector Bob Cleaver, Street/Park Superintendent Terry LeCaire, and Councilmembers Dorothy Bergin and Lou Janke. MEMBERS ABSENT: Municipal Services Administrator Eric Durpos. OTHERS PRESENT: Assistant Planner Melinda Lee and Jeff Hinton. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of March 20, 2012 had been distributed to each member prior to the meeting. Bob Cleaver moved and Terry LeCaire seconded the motion to approve the minutes as presented. Voice vote showed all in favor.

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

NEW BUSINESS

- A. Preliminary discussion – Proposed Boundary Line Adjustment
Applicant: Jeff Hinton, Coldwell Banker, for Arne & Louise Pearson
Location: 801 N. Lincoln Street

A proposed boundary line adjustment by Jeff Hinton, Coldwell Banker, for Arne & Louise Pearson had been distributed to each member prior to the meeting (copy on file). The subject property is located at 801 N. Lincoln Street in the R-3 (General Residential) District.

Jeff Hinton explained that Lots 16 & 17 are currently under single ownership and are listed as one tax parcel number. The proposed boundary line adjustment would result in adding 10' to Lot 16 making it 60'x115' and reducing Lot 17 by 10' making it 115'x128'. It may be sold as one parcel but the intent is to try to broaden their options for marketing the property.

Bob Cleaver pointed out for clarification that Lot 17 would become unencumbered by the utility easement. Lot 16 would include the 20' wide utility easement on the east boundary along with a 10' wide gas line easement on the north boundary. It was noted that there is a small building in the utility easement and Mr. Hinton confirmed that it could be moved if necessary.

Staff confirmed that the proposed boundary line adjustment can meet the development standards for the R-3 District. No issues were identified by the TRC and it was felt that Mr. Hinton could proceed with the application process and survey.

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- B. Review of Stevens County Building Permit #12061 within the UGA
Applicant: Ray Clark
Location: 192 DeGrief Road
Proposal: Proposed commercial addition

Stevens County submitted a proposal for a commercial addition on property located at 192 DeGrief Road, in the City's urban growth area. The proposal by Ray Clark was distributed to each member prior to the meeting for review and comment (copy on file). Staff noted that the preferred zoning of the property is Business. No specific issues were identified by the TRC. It was a general consensus to have Jim Lapinski respond to the County thanking them for the opportunity to comment.

PUBLIC COMMENT PERIOD:

Jim advised that he had received some questions from the public regarding the status of diagonal parking on Main Street. Terry LeCaire indicated that based on an email from Municipal Services Administrator Eric Durpos yesterday it appears the issue is ready to go to the City Council. Lou Janke confirmed that the City Council agreed to the concept of diagonal parking but they want to see the final design and Memorandum of Understanding before granting final approval.

Melinda Lee noted staff is in the process of discussing changes to the Zoning Ordinance Table of Uses with the Planning Commission. Mr. Don Strand approached the Planning Commission regarding beekeeping in the city. Currently beekeeping is allowed only in the R-1-S District. The Commission is considering allowing beekeeping in other residential districts as a conditional use, as proposed by Mr. Strand, which provides for a public process. She stated that the only other public comment she has received was about keeping chickens in the city. Staff received several inquiries in the past regarding chickens but no one has come forward to make a presentation to the Planning Commission like Mr. Strand did regarding beekeeping. The Commission has indicated a willingness to keep the issue of chickens open pending further public comment.

REPORTS

Lou Janke reported that the slash pile up by the golf course is being cleaned up. He asked for a status report on the streets at Pheasant Ridge. Staff responded that the streets in the subdivision are continuing to settle and patches have failed. Jim stated that the City Council has accepted the dedication of the streets and a maintenance bond was retained. He offered to contact City Attorney Charlie Schuerman regarding any City liability for maintenance and he felt all options should be explored.

Based on input and discussion at the previous meeting, Jim distributed copies of the revised Developers Directory for review and comment (copy on file).

Bob Cleaver explained that the purpose of the directory has always been to provide a simple reference guide for developers – it identifies departments and what they do. When developers have questions, they know who to call. He noted under Building & Planning, item #15, that he did not agree that the department shares responsibility for the administration of the Sidewalk Ordinance. He explained when Building & Planning receives a plat or a project that may involve the installation of a sidewalk, a checklist is forwarded to Municipal Services and the Street Department informing them of it.

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In the discussion which followed there were concerns expressed by some that the use of the word “responsibilities” might be more appropriate for job descriptions rather than a directory. Jim expressed the feeling that “shares responsibility” sounds like tasks are being split up due to lack of staff and suggested maybe the wording should be changed.

Terry LeCaire explained that the “sharing” of responsibilities occurs all the time between the Street Department and Municipal Services. For example, Ron Frostad, Municipal Services, provides assistance for almost everything that requires special equipment and maps (sidewalks, storm water, right-of-way, etc.).

Lou Janke suggested it might make sense to have new sidewalks under Municipal Services but have existing sidewalk maintenance and upkeep dealt with under the Street Department. Dorothy questioned if sidewalks could be removed from Building & Planning altogether and let the Street Department deal with them.

Recognizing that the TRC deals with development issues, Lou thought it would be good to add something about that. Bob advised that the developers are made aware of the departments and their functions at the proposal stage.

Lou thought that the format of the Developers Directory should be changed to make it brief and straightforward. He suggested deleting the word “responsibilities” and using words such as “primary contacts” or “coordination” instead.

There was some discussion as to whether the Directory should be posted on the City’s website. Bob pointed out the website already lists the departments and their primary functions.

Jim indicated that Building & Planning staff would make suggested changes to the Developers Directory and redistribute it for further review.

Melinda reported that she recently attended a Northeast Washington Planner’s Forum and found out that other jurisdictions are in the process of updating their Comprehensive Plans and we have already completed ours. Jim noted that the Building & Planning Department will be putting the development regulations out for review and possible revision to comply with the 2011 Comprehensive Plan.

ADJOURNMENT

As there was no further business, Bob Cleaver moved and Terry LeCaire seconded the motion to adjourn. There were no objections and the meeting adjourned at approximately 9:30 a.m.