

DRAFT

City of Colville

TECHNICAL REVIEW COMMITTEE

May 14, 2013

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, Municipal Services Administrator Eric Durpos, Councilmember Lou Janke and Councilmember Dorothy Bergin. OTHERS PRESENT: Assistant Planner Melinda Lee. GUEST PRESENT: Jessica Cockerham. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETINGS

The minutes from the previous meeting of March 26, 2013 had been distributed to each member prior to the meeting. Bob Cleaver moved and Terry LeCaire seconded to approve the minutes as written. Voice vote showed all in favor.

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

NEW BUSINESS

- A. Short Plat Application #1-13  
Applicant: Paul Cockerham  
Location: N. Main Street (Lot 5, Woodlawn Terrace)  
Proposal: To divide a .87-acre parcel into 4 residential lots

Paul and Jessica Cockerham submitted a short plat application and map for the division of .87 acres into four (4) residential lots (attached hereto and made a part of these minutes). The property is located on N. Main Street (Lot 5, Woodlawn Terrace – Assessor’s Parcel #0172700), in the R-1 (Single Family Residential) District. The proposal was distributed to each TRC member prior to the meeting for preliminary review. It was noted that the minimum standards for short plats must be met as outlined in the Land Division Ordinance, Chapter 16.16.

The following two options for approval were suggested by staff:

Option 1:

The City could approve the preliminary plat and then the developer would submit a utility plan, designed by an engineer, addressing water, sewer and drainage for City approval. Following construction of the improvements, final approval of the plat would be required for recording purposes. Alternatively, in lieu of the completion of the improvements prior to the recordation of the plat, the City could approve the preliminary plat subject to the posting of a performance bond.

## DRAFT

### TECHNICAL REVIEW COMMITTEE

May 14, 2013

Page 2

#### Option 2:

The City could approve the short plat as proposed, subject to plat restrictions, which would allow the lots to be sold. The plat notes would stipulate that a building permit would not be issued until the improvements as required by Colville Public Works are extended to serve the lot. Future buyers would be responsible for the extension of services.

Discussion followed relative to minimum development standards:

#### Access

Based on new private road standards, Melinda Lee advised that the proposed 30 ft. wide access/utility easement is acceptable to serve the lots. Jim Lapinski added that a certain type of gravel at a width which would accommodate emergency vehicles would be required for road surfacing.

Eric Durpos concurred that the easement is adequate for the construction of required improvements. He referenced a landscape block wall and a wooden fence on adjacent Lot 4 to the south, as shown on the plat map, which encroaches upon the access easement. He suggested that if the Cockerham's engineer can design a way to get the required improvements in the existing easement, the City would not have a problem with the encroachments as long as the utilities can be maintained.

Melinda stated that a turn around would be required at the end of Parcel D. Eric did not feel there would be adequate space for the development of a cul-de-sac. Bob Cleaver pointed out the easement is existing. It was noted that the private road could be developed up to Parcel D, but the easement will remain through Parcel D for future extension.

#### Storm Water Drainage

Eric explained that storm water drainage was discussed with Mr. Cockerham on site and a drainage swale was suggested on the north side of the easement. Municipal Services staff will work with Mr. Cockerham and his engineer as they design a drainage system acceptable to the City.

#### Utilities

Eric Durpos confirmed that an 8-inch water line is required to serve the new lots. He recognized that there is a 6-inch sewer main in Main Street in the vicinity of this proposal but stated that an 8-inch sewer line is required to be extended to serve the new lots. Jessica Cockerham questioned whether the utility lines and road improvements have to be run to the far end of the property or just to Parcel D. Eric felt it would be acceptable to just extend them to Parcel D. Jessica requested clarification relative to the required number of manholes. Eric noted there should be one out in the street and then a manhole at the end of Parcel D. A fire hydrant would be required at the time the water line was extended to Parcel D. Eric indicated that he provided Mr. Cockerham with examples of a minimum design that would be required.

## DRAFT

### TECHNICAL REVIEW COMMITTEE

May 14, 2013

Page 3

In the event that someone purchased Parcel D and had to extend the improvements to that last lot, Bob Cleaver questioned whether they would have the option of having a latecomer's agreement. Eric felt that would be an option.

Staff pointed out that sidewalks are not required.

Jim asked if TRC members felt there is any reason to bring the proposal back if the plat notes are finalized and they satisfy Eric's requirements. Jim indicated he would communicate with the surveyor regarding the plat requirements and then review the mylar for compliance before final approval and recordation. There were no objections from the TRC members.

PUBLIC COMMENT PERIOD: There were none.

### REPORTS

Melinda Lee reported that she received input from citizens who feel the new chicken regulations are cost prohibitive and too strict. They suggested amendments for consideration including reducing the size of the coop, increasing the number of chickens allowed, and permit them to free roam. Melinda noted that a text amendment would have to go through a formal process during the annual review cycle for possible adoption at the end of the year. She reported that she investigated a complaint about swarming bees in the vicinity of Birch & Alder Streets. The property owner has 7 hives in the residential district without a permit, which is a violation of the beekeeping regulations. She provided the property owner with the regulations and an application for a permit and will continue to pursue the matter. Melinda advised that recently there has been some interest expressed about RV Park development and at this time we have no design standards in place. The Planning Commission has been working on the development of RV Park Design Standards. Once the proposed standards are finalized, a draft ordinance will be prepared and presented to the TRC for review and comment prior to taking it back to the Planning Commission. The intent is to try to get something adopted before any applications are submitted for RV Parks.

Bob Cleaver reported that the hatchery project appears to be moving forward again. Lou Janke confirmed that the School District announced plans to start up the program in the fall. Jim noted it appears they will proceed with an application for building modifications. No change of use is being proposed so a Conditional Use Permit would not be required.

Eric Durpos announced that there will be a pre-bid meeting today for the Garden Homes water line project. He reported on the status of other projects related to City reservoirs. He also reported that WSDOT gave the City verbal approval to install four (4) crosswalk signs on Main Street between Birch & 2<sup>nd</sup>. The City's work with WSDOT on diagonal parking is not done yet. Eric reported on a current surveying project stating there are encroachment issues in an easement on the north hill to resolve. The golf course paid for another water connection as they are abandoning their connection on Hawthorne.

Lou Janke asked about the status of the street repairs in the Pheasant Ridge subdivision. Terry LeCaire had no new information at this time. Lou questioned if the \$29,000 maintenance bond will be held in perpetuity until the improvements are done. Jim felt that is the only leverage available to the City.

## DRAFT

### TECHNICAL REVIEW COMMITTEE

May 14, 2013

Page 4

Jim Lapinski brought up a potential proposal by Lifeline Ministries, who is exploring the possibility of purchasing property adjacent to the city limits for church purposes. The property is located northwest of the Street Department Compound. Annexation would be required in order to get city services.

Terry LeCaire reported that the Street Department contracted a crew to paint and stripe. Another contractor will lay a dust seal on some of the City's gravel roads. He announced that the City's household waste program is this Saturday, May 18<sup>th</sup>, at the Street Department Compound, 7 am – 2 pm. This program is free to city residents.

### ADJOURNMENT

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