

City of Colville

TECHNICAL REVIEW COMMITTEE

June 5, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, June 5, 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: Building and Planning Administrative Secretary Sydney Gilmore, Building and Planning Interim Administrative Secretary Todd Chun. GUESTS PRESENT: John Smith and Mike Bradley. RECORDING SECRETARY: Building and Planning Interim Administrative Secretary Todd Chun.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of May 29, 2018 were distributed to each member prior to the meeting. Jeff Cochran 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. General Land Use Application – Vaagen Timbers, LLC (Resubmission)

A General Land Use Application (GLU) was resubmitted by Vaagen Timbers LLC for the development of a Cross-Laminated Timber, Glulam, and Finger Jointed Lumber manufacturing facility at 1245 N. HWY. The original General Land Use Application was reviewed at the May 8, 2018 TRC meeting and it was determined a resubmittal was required in order to supply more information. The resubmittal was distributed to TRC members prior to the meeting for review (copy on file).

RJ Keetch explained that he has reviewed the submittal and is satisfied that all zoning developmental regulations have been met from a Building and Planning Department standpoint.

Jeff Cochran noted that he did not have any concerns on his end. Jeff Long reiterated the same.

RJ noted that parking was a former concern but the applicant has satisfactorily addressed it with some of the on-street parking and an additional lot. He also noted that if TRC moves to approve this GLU application, the building permit should be ready by the end of the week or early next week.

Jeff Long moved to approve the application as submitted per plan and Ron Frostad seconded the motion. Voice vote carried, motion passed unanimously.

NEW BUSINESS:

A. Public Use Permit - Colville Chamber of Commerce (Chamber) – Sidewalk Sale Entertainment

A Public Use Permit Application was submitted by the Colville Chamber of Commerce for the use of Heritage Court, July 21, 2018. The proposed use is for live music and activities to be held on the west side of Heritage Court from 12:00 PM to 6:00 PM. The application was distributed to TRC members prior to the meeting for review (copy on file).

Sydney Gilmore explained that Chamber will be collaborating with the Pour House (who already has been approved to use the east side of Heritage Court). Sydney noted that one of the outstanding requirements is the notification of this event to neighboring businesses. She suggested that it be made a stipulation within the conditions of approval.

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

1. Maintain an open sidewalk allowing pedestrian access along the Getty's Flooring side of the courtyard.
2. Mitigate/eliminate any potential tripping hazards due to extension cords, etc.
3. Provides proof of notification and approval from the neighboring businesses.

Ron Frostad seconded the motion. Voice vote carried, motion passed unanimously.

B. Public Use Permit - Colville Chamber of Commerce – County Fair

A Public Use Permit Application was submitted by the Colville Chamber of Commerce for the use of Heritage Court, August 25, 2018. The proposed use is for county fair events, live music and activities to be held on the west side of Heritage Court from 12:00 PM to 6:00 PM. The application was distributed to TRC members prior to the meeting for review (copy on file).

RJ mentioned that this application still has an outstanding issue in that there is still no proof of notification from the neighboring businesses of the proposed event. He then stated that this application could be approved with similar stipulations as per the sidewalk sale entertainment application.

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

1. Maintain an open sidewalk allowing pedestrian access along the Getty's Flooring side of the courtyard.
2. Mitigate/eliminate any potential tripping hazards due to extension cords, etc.
3. Provides proof of notification and approval from the neighboring businesses.
4. Applicant must keep event time to the proposed time submitted.

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

PUBLIC COMMENT PERIOD:

John Smith and Mike Bradley arrived to the meeting after the Vaagen Timbers LLC General Land Use Application was reviewed and approved by the TRC members. RJ updated John on the motion that was made.

John reported that the engineer for the project underestimated the amount of topsoil to be removed. It was initially estimated that there would be two feet of top soil that needed to be removed and checked for fill. It was determined by the new estimated figures that they have four feet of top soil to be moved. He mentioned that the size of the pile will be noticeable until they can start removing the topsoil from the site in a few months.

John introduced Mike Bradley of Beacon Builders to the Committee. With regards to the permit process, Mike will be taking the lead role for phase one of the project going forward as John works on preparing for phase two.

Jeff Cochran asked Mike if they had the plans for the foundation ready yet and Mike responded that they should submit the plans for the foundations and footings by Friday.

REPORTS:

RJ suggested in the future the TRC Agenda include a “pending project final” listing that would detail what projects still have items left outstanding for the applicant to complete before receiving final approval of their applications. He proposed this as a way for both department heads and TRC Committee members to track the progress of all outstanding projects.

Ron Frostad reported that the 2nd and Main parking lot is almost done. The landscaping is almost completed as well as the electrical work.

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 8:44 a.m.