

City of Colville

TECHNICAL REVIEW COMMITTEE

June 26, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee (TRC) met for a regular meeting on Tuesday, June 26, 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: Chris Loggers. STAFF PRESENT: N/A GUESTS PRESENT: Olga Levchenko and Karen Learn. RECORDING SECRETARY: Building and Planning Interim Administrative Secretary Todd Chun.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of June 5, 2018 were distributed to each member prior to the meeting. Ron Frostad 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: There was no Old Business to discuss at this time.

NEW BUSINESS:

**B. Public Use Permit - Colville Chamber of Commerce (Chamber) – Sidewalk Sale & Car Show**

A Public Use Permit Application was submitted by the Colville Chamber of Commerce for the use of Heritage Court, July 19, 2018 through July 21, 2018. The proposed use is for live music and activities to be held on the west side of Heritage Court during the proposed sidewalk sale which will have designated vendor areas along both Main Street and Astor Street from 10:00 AM to 6:00 PM on Thursday and Friday, and from 12:00 PM to 6:00 PM on Saturday. This Public Use Permit Application also includes a car show to be held on Friday, July 20, 2018 from 4:00 PM to 7:00 PM on Astor Street between Main Street and Oak Street. The application was distributed to TRC members prior to the meeting for review (copy on file).

Karen Learn mentioned that this would be just as previous sidewalk sales, have occurred where they typically have around 15 to 20 vendors. She mentioned that the car show will be from 5:00 PM to 7:00 PM, but that they may need the designated parking areas of Main Street available from 4:00 PM until 8:00 PM to allow time for preparation and breakdown. She also mentioned that the areas will be marked-off using cones at either end of the designated area and that it would not be a hindrance to emergency services.

Dave Harper asked Jeff Long if he preferred that they used barricades rather than cones. Jeff suggested the use of barricades rather than cones being that the car show would be within a close proximity of vehicular traffic. Jeff said that the Street Department will provide the barricades.

Dave Harper verified with Karen Learn that the event on Saturday would not interfere with the Farmer's Market to which Karen replied that it would not.

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

1. Parking barriers used rather than cones in areas that need to provide better pedestrian safety from traffic.

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

#### **A. Public Use Permit – Olga Levchenko – Food Vending Trailer**

A Public Use Permit Application was submitted by Olga Levchenko for the use of the dirt lot in front of the Rural Resources building located at 956 South Main Street otherwise identified as Parcel #0198302 or otherwise known as the southwest corner of Railroad Street and Washington Street, from June 26, 2018 until November 31, 2018. The proposed use is for the placement of a food vending trailer. The application was distributed to TRC members prior to the meeting for review (copy on file).

RJ Keetch mentioned that Jeff Long had been working with Olga Levchenko regarding this prior to the current TRC meeting. Jeff added that this was the first time that he saw an actual drawing of Olga's proposed layout. Jeff also mentioned that the November end date concerns him because he needs the lot to pile snow in during the winter. Olga responded that she will not continue to operate once snowfall begins.

RJ also verified with Olga that the trailer would be removed from the site daily and that there would be no overnight storage or parking in the lot. Olga agreed that it would be removed from the lot daily. She also mentioned that she currently only plans to operate the trailer for 3 days a week, which would be Tuesdays through Thursdays.

RJ asked Dave Harper if he had any concerns and Dave replied that his concerns would be the length of grass where the generator is intended to be due to fire hazard and also the issue of noise caused by the generator. Olga mentioned that she has a quiet Honda model generator that she will be using. She will also mind the placement of the generator to reduce any ambient noise that it may produce.

RJ asked Olga if she intended to have any other structures in the area beside the trailer to which she responded that if she gets really busy then she may also have a small, secondary cooking trailer there as well, but she doubts she will be able to because the trailer is an open cooking unit and would be exposed to the dust from the lot.

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

1. Food trailer operation must not interfere with the City street department's snow removal process.
2. Mitigate/eliminate any potential for excessive noise.

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

**C. Application to Encroach Upon Public Right-of-Way – Thomas Wysocki – 746 E. Elep Ave.**

An application to encroach upon public right-of-way was submitted by Thomas Wysocki for the purposes of building a 6' tall fence that will encroach upon the South Jefferson Street right-of-way section adjacent to his property located at 746 E. Elep Avenue.

Jeff Cochran voiced his concern regarding the location of the water meter because he is unsure whether or not it will be on the inside or outside of the proposed fence location. He said that access to the water meter should be one of the conditions of approval for this application.

Jeff Cochran moved to conditionally approve the application provided the following condition is met:

1. City shall need use and/or access to water meter along the said right-of-way.

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

**PENDING PROJECTS STATUS:**

RJ Keetch mentioned the addition of a pending projects status List to the TRC agenda's format as a regular item going forward.

**A. Fired-up Brewing**

RJ mentioned that Fired-up Brewing is waiting for Interstate Concrete & Asphalt to complete the paving.

**B. Colmac Coil**

RJ said that Colmac Coil is the process of slatting along the fence located on the alley of 3<sup>rd</sup> Avenue and Lincoln Street and which also runs down Washington Street.

**C. Vaagens Timber**

RJ asked about the status of the Vaagen's project and Dave Harper commented that he reviewed the concrete plans for the footings and foundation and approved them although he was not sure what their plans were for plumbing ground work that would need to go in before the foundation is poured.

**D. Autozone**

RJ asked about the status of the Autozone project. Dave mentioned that the original supervisor of the project has left and he has been having difficulties getting in touch with the current supervisor so that he can hand-off the approved steel plans to him. Despite this, Dave said that all the subcontractors have been doing a great job with regards to his required special inspections. He also mentioned that their target opening date is planned for sometime in August.

Jeff Cochran mentioned that he doesn't think that they have either water or power going to the site yet and Dave confirmed this. RJ asked if they had their storm water drainage already in place to which both Jeff and Dave mentioned that it was still at a very rough stage and not yet complete.

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RJ asked if there were any other projects to discuss and Dave mentioned that Hewescraft is considering remodeling the loading bays of their recently allocated facility, formerly known as the Hearth and Home building - which would require a SEPA review.

### ENFORCEMENT DISCUSSION

RJ mentioned that enforcement will be a typical discussion item going forward.

#### Kelly Parmley – 460 South Wynne Street

RJ said that Kelly Parmley has built a fence that is encroaching upon a right-of-way which he has never completed a permit for. It is also mentioned that per the conditions of the right-of-way encroachment, the fence was supposed to be easily removable and it appears to be permanently affixed. Jeff Long proposed that the city offer Kelly two options: either to remove the fence from the right-of-way or make the fence easily removable as per the original required conditions.

RJ asked how the City would like the property to be and Jeff Cochran said that they must have access because of the sewer lines. RJ then asked if the Committee would rather have Mr. Parmley make the fence easily removable or remove it from the right-of-way altogether to which Dave replied that removal was the most sensible option in his opinion.

### PUBLIC COMMENT PERIOD:

#### REPORTS:

~~Ron Frostad asked Jeff Cochran~~ **Jeff Cochran asked Ron Frostad** (7/31/2018) about the status of the Maple Street project. Jeff and Ron think that Matt ~~Baker~~ **Gillis** (7/31/2018) is now working along the Cedar Street portion of the project.

~~Ron Frostad asked Jeff Cochran~~ **Jeff Cochran asked Ron Frostad** (7/31/2018) when Interstate Concrete & Asphalt was starting to which Jeff replied that they have “precon” on July 2, 2018 and are tentatively scheduled to start on July 16, 2018.

#### ADJOURNMENT:

As there was no further business, Dave Harper made a motion to adjourn and the motion was seconded by Jeff Long. Voice vote showed all in favor; the meeting was adjourned at 9:10 a.m.