

City of Colville

TECHNICAL REVIEW COMMITTEE

July 25, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, July 25, 2017, in the Council Room, at City Hall. Chairman RJ Keetch called the meeting to order at 8:29 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, Council member Mike Birch, and Council member Nancy Foll. GUESTS PRESENT: Mayor Lou Janke, and Treasurer Vickie Strong. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of June 27, 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.

PRE-APPLICATION SUBMITTAL INFORMATION

This is a new addition to the TRC agenda that RJ Keetch would like to include as a standing item of business. This will give all land use applicants a chance to meet with the TRC members prior to application submittal and review what needs to be included in an application.

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

NEW BUSINESS:

A. Public Use Permit – The Pour House

The Public Use Permit is a new permit adopted by City Council July 11, 2017. This permit would allow the use of public property to the applicant for an approved amount of time. The permit allows for uses such as Sidewalk Cafes, Parades, Marathons, Sidewalk Sales, Block Parties, etc.

The Pour House has recently submitted a Public Use Permit Application to utilize Heritage Court as a Sidewalk Café in connection with their business. This is the first application received since adoption. The applicants have included a drawing of the proposed use, an approval email from the Washington State Liquor and Cannabis Board, and a Certificate of Liability naming the City of Colville as co-insured for \$1,000,000. The entire submittal has been distributed to the TRC members prior to the meeting for review.

RJ Keetch has asked the applicant to notify the adjacent property owners of the upcoming use of Heritage Court. Nancy Foll asked that notifying the adjacent property owners be added to the application. RJ Keetch explained that if we were to add the requirement of notifying the adjacent property owners and there is a disagreement between the applicant and adjacent property owners, the disagreement would go before RJ and conditions would be applied if deemed necessary.

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Mike Birch asked about power supply in Heritage Court. RJ explained they are denying power use because the power in Heritage Court is not grounded. Mayor Lou Janke asked if there needs to be more access to bathroom facilities because occupancy levels are higher than what is normally allowed in the restaurant. Lou also mentioned there should be some condition about refuse and garbage areas as well as a reminder that no smoking or vaping will be allowed on the premises. Lou asked that the applicant provide a dedicated sidewalk path, fencing and circulation notated on a map. Lou suggested the sidewalk width should be 6 ft. and not the ADA required 5 ft. to allow for more room for pedestrians. Lou added that a standard should be set for cleaning the public property after the approved use. RJ explained that there will be something written in the conditions of approval about clean up per the code.

Nancy asked when the Public Use Permit will be required to be submitted and wondered if Chamber had to submit an application for the upcoming sidewalk sale. Vickie added that Rendezvous would need to apply as well. It was decided that the information regarding the application would be sent to both the Chamber and Steve Oswin to obtain permits for the upcoming Sidewalk Sale and Rendezvous.

Nancy asked that we include something on the application that gives the applicant an area to explain if they need any assistance from City employees or utilities. RJ also added that some type of inspection can be administered by the City as well to monitor the activity.

RJ will take the suggestions of the committee and send an approval letter to The Pour House along with conditions of approval.

B. Discussion – Complete Streets Ordinance

A Complete Streets Ordinance was adopted by City Council June 27, 2017. This ordinance was implemented to be the guiding principle for the City to design and create safe and convenient access and travel for pedestrians. These streets will be designed for all users – pedestrians, bicyclists, transit riders, and people of all abilities, as well as motorists and freight connectivity. The adopted ordinance and briefing sheet drafted by RJ Keetch was provided to the members prior to the meeting. RJ explained that any street projects will need to be coordinated through the Building and Planning office. By submitting designs to Building and Planning this will allow for review that the proposed design is in compliance with the Complete Streets Ordinance.

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

REPORTS:

Dave announced that tenant improvements have begun at Grocery Outlet now that demo has been completed. Dave also reported that the Splash Pad has been poured. There was discussion about what materials will be used for landscaping around the Splash Pad.

Nancy Foll asked about the proposed house being put in on the corner of 8th Avenue and Oak Street. Ron Frostad and Jeff Long explained that the property owner paid for water/sewer connection and the work is moving along.

ADJOURNMENT

As there was no further business, Dave Harper made a motion to adjourn and Jeff Long seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 9:27a.m.