

City of Colville

TECHNICAL REVIEW COMMITTEE

July 31, 2018

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee (TRC) met for a regular meeting on Tuesday, July 31, 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, Building Official/Inspector Dave Harper, Public Works Director Jeff Cochran, City Engineering Technician Ron Frostad, and Street Supervisor Jeff Long, COUNCIL MEMBERS PRESENT: Chris Loggers. STAFF PRESENT: Park and Recreation Director Jillian Marshall, GUESTS PRESENT: Lori Matlock of Stevens County Fairgrounds, Steve Oswin of Rendezvous Days, Russ Vaagen of Vaagen Timbers, and John Smith of Vaagen Timbers. RECORDING SECRETARY: Building and Planning Interim Administrative Secretary Todd Chun.

MINUTES OF PREVIOUS MEETINGS: The minutes of the previous meetings of June 26, 2018 and July 10, 2018 were distributed to each member prior to the meeting. Jeff Cochran moved to approve the July 10, 2018 minutes as written and the June 26, 2018 minutes with a correction for clarification on page 4 in the “Reports” section as follows:

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

~~Ron Frostad asked Jeff Cochran~~ **Jeff Cochran asked Ron Frostad** 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.

Jeff Long seconded the motion. Voice vote carried, the 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:

A. Public Use Permit: 2018 NE WA Fair Parade

RJ Keetch asked Lori Matlock to verify the dates of both the fair and the parade. Lori stated that the fair will be held from August 23rd to August 26th and the parade will take place on August 25th from 10:00am until 12:00pm. RJ asked if Lori Matlock had any statements to make concerning the parade to which she responded by asking that music that will be played in Heritage Court to cease while the parade commences. She also asked that the music from Heritage Court be kept to a volume which would not

overshadow other events during the fair. Lori said that she had already mentioned it to the Chamber of Commerce.

Lori then added that this year's parade will follow the same path as parades of previous years. Jillian Marshall added that the pool parking lot had to be cleaned-up after the Father's Day parade and asked that Lori be sure to mention to parade participants that they are expected to clean up after themselves and their animals. Lori said that she would mention it.

Dave Harper motioned to approve the public use permit for the Northeast Washington Fair Parade to be held on August 25, 2018. Ron Frostad seconded the motion.

Voice vote carried, the motion passed unanimously.

B. Public Use Permit: Rendezvous Days

Steve Oswin described the fire lane setbacks for the committee. He then proceeded to describe the proposed site setup, specifically vendor locations and how the live entertainment stage would be located further back from the fire lane area than it was last year. He said that the stage would be set back at least 24 feet from the center line of the concrete pathway which is considered to be the center of the fire lane in that section of the park.

Steve pointed out that he has 10 vendors paid-for which costs each vendor \$10 per day which means that the city has \$300 at this point. He added that they just got the application from Brown Boys so Rendezvous Days will owe another \$30 on that. He expects a Greek food vendor from the Portland area to apply as well which means another \$30 as well. He said that they are set up for twelve vendors and have ten "in the door" at the moment, which means that Brown Boys and the Greek vendor will be numbers eleven and twelve.

Steve then elaborated upon the car show ingress/egress plan for the committee. He described how certain parking blocks along the Elm Street side of the park will be splayed-out to allow the show cars to enter and exit the grass area of the park. He said that it appeared that they have fifty cars that will be participating in the show.

He described to the committee how parking blocks would be splayed-out along the Elm Street side and the barrier moved at the Walnut Street side of the park so that the vendor vehicles can enter and exit the park for the purposes of setting up and breaking down their areas. Steve added that there will be at least nine portable toilets available and described their locations to the committee. He also mentioned that the portable toilet vendor cleans the facilities each morning and said that he doesn't expect to have any issues with regard to their service.

Steve pointed out that he has already secured the following; a liquor license, a noise ordinance variance, the rent for electrical supply, the fee for pool use, permission to use the college parking lot and the public use permit fee. He mentioned that he has Fred Lee working on the insurance but did not want him to deposit the check until after his event was approved by the committee. He said that the electric pole and spider box permits are pending as well and that he just wants to be sure that the committee approves his public use permit before spending the money on the permit.

RJ asked Jillian Marshall if she had everything she needed from Steve regarding the use of the park. Jillian replied that she had everything that she needed.

Dave Harper commented that he saw some home-made booths so he will be checking to see if the vendors who use booths all have Class A flame spread rating certifications on them.

RJ Keetch asked if everything was good regarding the electrical needs of the event. Jillian Marshall stated that the part that the Park and Recreation staff are responsible for will be set up tomorrow so that the electrical inspection, which is scheduled for Thursday, August 2nd, can commence. She added that they don't like to set the electrical equipment up too far in advance so as to reduce the chances of them being stolen or removed. They prefer to do it just before an inspection.

A motion to approve the public use permit for Rendezvous Days was made by Jeff Cochran and was seconded by Jillian. Voice vote carried, the motion passed unanimously.

C. Discussion: Vaagen Timbers Phase I Building Permit Review - Final Comments

Dave Harper stated that he had completed the plan review for this part of the project. He asked if anyone present had any additional comments before he issues the building permit for phase one. He asked if anyone needed any more time. Nobody present had anything to add.

D. Discussion: Vaagen Timbers Parking Variance Application

RJ Keetch described the variance application to the committee and how they are taking part in this as a preliminary measure prior to the Colville Zoning Board of Adjustment's final decision which is expected to be issued after the public hearing scheduled for Thursday, August 30, 2018 at 1:30 pm. RJ welcomed the committee to contribute any ideas or comments regarding this variance request so that he can include it in his staff report, which will then be submitted to the Zoning Board of Adjustment.

Dave Harper stated that, after considering the actual parking needs of the new plant being built; he agrees with the applicant's reasons for requesting a variance to reduce the required number of parking stalls for this project due to that fact that the plant will be mostly automated without the typical need for human staffing of a plant that size. He added that approval of the variance should include the stipulation that the applicant leave room for expansion of the parking area so that, if ever the need arises in which more personnel need to be accommodated, the option is always available.

John Smith said that he was present to answer any questions that the committee may have for him. RJ mentioned that the Zoning Board of Adjustment has the final authority in this matter. John then iterated to the committee his reasons for the variance request. He also stated how he had arrived at the proposed reduction values based on the difference in the municipal code standards between wholesaling/warehousing and manufacturing. He added that they are ~~planning to overdo the parking requirements for wholesaling/warehousing and manufacturing. He added that they are planning to overdo the parking requirements for wholesaling/warehousing, which only required eight regular parking stalls and one ADA stall~~ **will be overdoing the parking requirements that would be needed if they were applying for a permit to build a warehouse/wholesaling building on the exact same site, which only requires eight regular parking stalls and one ADA stall.(8/14/18)** He said that they will be providing over thirty regular stalls with one or two ADA stalls, depending on what the City requires of them after the Zoning Board's consideration. **John added that they would not be building the area to a noncompliant use. He said that the truth is that the City could permit another facility there under code (presumably warehouse/wholesaling use) and so that means that they are actually overdoing what that requirement would mean.(8/14/18)**

Dave asked John if they will be adding more parking during the second phase of this construction project. John confirmed that this would indeed be the case. RJ asked John if he knew whether or not they plan to request a parking variance for phase two. John said that they were not sure yet but he will give the Office of Building and Planning prior notice if they do. Russ Vaagen stated that the personnel requirement will remain the same between both phase one and phase two of the project so there should be plenty of space for parking expansion should the need ever arise.

PENDING PROJECTS STATUS:

A. Fired-up Brewing

RJ stated that Fired-up Brewing is finalized-out.

B. Colmac Coil

RJ mentioned that he thinks that Colmac is finalized-out but Jeff Long mentioned that the fence slatting looks incomplete in one segment of the storage area. Dave said that it was completed last week except for a section that they couldn't complete due to lilac trees growing through the fence in that section which technically provides natural screening. Jeff long then replied that he was satisfied with calling it complete.

C. Vaagen Timbers

Dave asked Russ Vaagen and John Smith if there were more restrooms being built during the second phase of construction. John said that he expects to submit the general land use application for phase two of the project along with the site plan for phase two which will include the plans to add more restrooms. Russ added that, during phase one, some staff will be installing the finger joiner equipment for troubleshooting purposes at which time the Vaagen Timbers workers will be expected to use the restroom facilities they already have in place for the construction workers. He added that they plan to have phase two started, which would include the additional restrooms prior to the rest of the equipment going in. Dave mentioned that his concern is that the state has specific requirements with regard to the availability of restrooms to employees that must be met. John added that it looks like the office will be constructed before the steel structure for the plant will go up although the initial plan was to have the steel structure go up first.

RJ asked if there were any new developments regarding the delivery road easement access from Hewescraft because the Office of Building and Planning received a comment from David Honeycutt of Hewes Marine which states their concern that the SEPA reviews for both phases of the Vaagen Timbers plant project assume easement access to the delivery road although access had not yet been granted by Hewes Marine. Russ Vaagen said the he had met with them yesterday and that Hewes Marine's primary concern is that they are not sure yet what the parameters of their use for the road will be so they do not want to be burdened with having to commit to a particular set of use rules because of something that their neighbor is doing. He added that they are working on a temporary, one-year agreement to see how the shared use works out between them and then they will devise a better agreement after they have utilized the road once production begins.

Jeff Cochran said that he hopes to see engineered drawings of the water line installation before it goes in. John replied that they are currently working on those plans.

D. Autozone

RJ asked about the status of the Autozone project. Dave mentioned that last he heard that they were planning to open by mid August. Dave added that it looks like it's getting real close and that he noticed that they were rolling the pad for the parking lot yesterday.

ENFORCEMENT DISCUSSION

RJ asked Dave if he had anything to contribute regarding enforcement discussion. Dave said that he will be meeting with City Attorney Logan Worley to draft a letter to the owners and tenants of a property which has had garbage stacked underneath the carport; which is negatively affecting the neighbors, for five months despite multiple notices being sent.

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

REPORTS:

Dave said that he is still working on the Oddfellows building to bring it into compliance with the fire code.

RJ and Dave both added that there have been a lot of weed and tall grass complaints this summer.

Dave mentioned that he will be starting inspections on City buildings to be sure that they are in compliance regarding health and safety.

Ron Frostad said that water is going in on the Maple Street project.

Jeff Cochran mentioned that they are also modifying a lift station at Walmart.

ADJOURNMENT:

As there was no further business, Dave Harper made a motion to adjourn and the motion was seconded by Jeff Cochran. Voice vote showed all in favor; the meeting was adjourned at 9:00 a.m.