

City of Colville

TECHNICAL REVIEW COMMITTEE

August 22, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, August 22, 2017, in the Council Room, at City Hall. Chairman RJ Keetch called the meeting to order at 8:34 a.m. with a quorum present.

MEMBERS PRESENT: City Planner RJ Keetch, Building Official/Inspector Dave Harper, Street Superintendent Jeff Long, Public Works Director Jeff Cochran, Council member Mike Birch, City Engineering Technician Ron Frostad, and Water/Sewer Supervisor Jim Strong. MEMBERS ABSENT: Council member Nancy Foll. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of August 8, 2017, had been 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 was no Pre-Application Submittal Information.

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

NEW BUSINESS:

A. Discussion Item – Autozone

Dave Harper asked for any final comments from the committee regarding the building permit application submitted by Autozone to build at 1000 N. Highway.

There were no further comments from the committee and it was agreed that the permit is ready to be issued.

B. Discussion Item – Pre-Application Report Form

A draft Pre-Application Report Form was administered to the TRC members prior to the meeting. RJ Keetch explained that this form will be a way to provide information to the TRC via the applicant for Pre-Application Submittal Information. This form will be available at the Building and Planning Office as well as the Water/Sewer Shop.

There were no opposing comments regarding the Pre-Application Report Form.

C. Discussion Item – Performance Security Agreement Form

A draft Performance Security Agreement Form was administered to the TRC members prior to the meeting. RJ Keetch explained that in the past the City has had problems with applicants who do not complete site improvements. RJ added there is nothing binding applicants to complete site improvements after a Certificate of Occupancy is issued. This agreement would not be a part of the permitting process but rather an agreement issued if site improvements are not complete prior to issuance of Certificate of Occupancy. This would ensure that conditional site improvements get completed.

Mike Birch questioned whether the City should just not issue a Certificate of Occupancy instead of requiring a Performance Security Agreement. Mike feels the City may be adding too many requirements to businesses that are coming to Colville. If the City of Colville is attempting to promote economic growth he questions if more requirements should be applied. It was reassured that the agreement would only be created if permitted work was delayed and the City needed something in place to ensure completion.

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There was agreement to use the Performance Security Agreement Form if site improvements are not complete prior to issuance of Certificate of Occupancy.

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

REPORTS:

Dave Harper reported that Ken Barcus is working with a few property owners who are interested in housing developments and have large complaints with the expense of connections to City utilities. He is interested in attending a TRC meeting in the near future to speak with the committee about providing incentives to property owners proposing housing developments.

ADJOURNMENT

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