

City of Colville

TECHNICAL REVIEW COMMITTEE

September 29, 2015

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, September 29, 2015, 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, Street/Park Superintendent Terry LeCaire and Municipal Services Administrator Eric Durpos, and Councilmembers Bill Pifer and Doug Kyle. GUEST PRESENT: Scott Carter. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of July 28, 2015 had been distributed to each member prior to the meeting. Terry LeCaire moved and Eric Durpos seconded the motion to approve the minutes as written. Motion passed unanimously.

OLD BUSINESS: There was no Old Business to be presented.

NEW BUSINESS

A. SEPA Review/Threshold Determination

Applicant: Carter Toyota

Location: 160 W. 3<sup>rd</sup> Avenue

Proposal: Proposed ±4,000 sq. ft. addition to the north side of building

A completed SEPA environmental checklist and building permit application by Scott Carter, Carter Toyota had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). The subject property is located at 160 W. 3<sup>rd</sup> Avenue, in the C-2 (Central Business) District. The proposal is to construct a ±4,000 sq. ft. addition on the north side of Carter Toyota to modernize/remodel the current automotive service building.

Scott Carter explained that the purpose of the project is to expand the service department and modernize their facility to increase business efficiency, energy efficiency, and improve work conditions for the employees.

In response to questions, Scott confirmed that the area on the west side of the facility abutting Wynne Street will be paved to the sidewalk/curb and (3) parking spaces will be developed with the water draining to Wynne Street. There are two existing curb cuts on Wynne Street. He indicated that the alley between Carter Toyota and Car Quest is paved. Municipal Services Administrator Eric Durpos advised that the water from the oil/water separator and the floor drains inside the building should go to the sanitary sewer. The roof should drain to the storm water system. He stated he would work with the applicant to identify options for approved drainage.

Eric Durpos moved and Terry LeCaire seconded the motion to recommend a Determination of Nonsignificance (DNS) on the proposed addition by Carter Toyota. Motion passed unanimously.

Further discussion followed relative to the site plan. Scott Carter confirmed that Sunshine Disposal backs in the alley to pick up Safeway's garbage. He stated that Carter Toyota will have to relocate their dumpsters as a result of the proposed project and will be exploring options. Doug Kyle pointed out that there are overhead power lines and possibly phone lines in the alley that would prohibit the sanitation trucks from lifting up dumpsters.

RJ Keetch advised that City staff members would complete their review of the site plan and provide a list of any items that need to be added.

B. Review/discussion – proposed text amendments to the Zoning Ordinance concerning the development of public or private parking lots and sales lots.

Mr. Keetch explained that the City does not require any special application, license, or permit for the development of parking lots or sales lots nor does the City have a fill or grade permit. The proposed Zoning Ordinance text amendments are an attempt to address concerns about the lack of a review process and proper oversight for these types of uses. RJ highlighted suggested language as outlined in the proposed text amendments, which had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). "Planning approval" has been defined and language has been added to provide a review process. Language has been added to clarify that the "City Public Works Department" approves drainage disposal systems on the property. Amendments to the Table of Minimum Standards for off-street parking are proposed for auto, boat, and heavy equipment sales and manufactured home/RV sales at 1 space per 1,000 sq. ft. of total floor area, plus 1 per employee. Based on some examples, RJ felt the suggested standards would not be a burden on property owners. RJ noted the Planning Commission considered the suggested text amendments at its September 9, 2015 meeting and referred to the attached minutes for information. Input from the Technical Review Committee was requested.

Discussion followed regarding the more recent development of a new auto sales lot on S. Wynne & S. Washington Streets. Because that project did not involve a building permit there was no review process. Eric Durpos noted that there was a considerable amount of fill brought in and the entire sales lot was paved creating concerns about storm water drainage. He felt the proposed planning approval process could be applied to similar situations in the future.

Eric explained that currently the Colville Municipal Code provides for a \$10 digging permit with an associated refundable deposit, which is determined by the Public Works Department. He stated that he and Terry find the permit process cumbersome and suggested that it be stream lined through City Hall to make it more efficient. He felt that the \$10 fee is too low and that the permit fee should be enough to help offset the costs of City staff review. Dave Harper suggested changing the fee and base it on "project valuation," similar to building permit fees. RJ Keetch explained that Building & Planning Department staff researched fill/grade permits. Based on the review criteria they do not feel they have the engineering expertise needed to process fill/grade permits. He suggested that the proposed text amendments will hopefully close the loop-hole for parking and sales lots without requiring a separate grading permit.

In conclusion, Eric Durpos moved and Dave Harper seconded the motion to accept the suggested zoning Ordinance text amendments as presented. Motion passed unanimously.

RJ explained that the Planning Commission will have to formally consider the proposed text amendments through the public process and make a recommendation to the City Council for final action.

PUBLIC COMMENT PERIOD: There were no public comments.

### REPORTS

RJ Keetch reported on a front yard fence violation on S. Hofstetter Street. Building & Planning staff investigated and sent the property owner a letter advising that the fence was encroaching upon the City right-of-way and included an encroachment permit application. RJ noted that Susan Davis emailed Terry LeCaire and asked if he would go and measure the street and determine the edge of the right-of-way at this location. RJ asked if this process is acceptable or should the property owner be responsible for determining where their property lines are. Terry LeCaire confirmed that he and Ron Frostad have been providing this service upon request for fences that are in the right-of-way. Eric Durpos concurred but stated that permanent structures and retaining walls would normally require a survey. Doug Kyle pointed out the legality and liability issues of determining “property lines” without a survey. He suggested there be a disclaimer by staff such as “this is the *approximate* edge of the *right-of-way*”. RJ added that he and Dave have been discussing the possibility of requiring a building permit for fences so staff can review proposals prior to construction. It was noted that a hold harmless agreement is always required of property owners who are permitted to encroach upon the public right-of-way. In conclusion, no changes to the process were proposed at this time.

### ADJOURNMENT

As there was no further business, Terry LeCaire moved and Dave Harper seconded the motion to adjourn. The meeting was adjourned at approximately 9:25 a.m.