

City of Colville

TECHNICAL REVIEW COMMITTEE

September 25, 2012

8:30 a.m. – City Hall

MINUTES

Chairman Jim Lapinski called the meeting to order at 8:30 a.m. with a quorum present.

MEMBERS PRESENT: Planning Director Jim Lapinski, Building Official/Inspector Bob Cleaver, Street/Park Superintendent Terry LeCaire, Municipal Services Administrator Eric Durpos, and Councilmembers Dorothy Bergin and Lou Janke. GUESTS PRESENT: Tricia Woods, Karen Abeid, Debbie Therrian, James Steen, Andy Hydorn, and Simon Abeid. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of September 18, 2012 had been distributed to each member prior to the meeting. Bob Cleaver moved and Terry LeCaire seconded the motion to approve the minutes as written. Voice vote carried unanimously.

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

NEW BUSINESS

- A. Request for preliminary discussion of potential development standards for possible relocation of the Chamber of Commerce Office.

Jim Lapinski explained that Tricia Woods, Chamber Manager, had requested an opportunity to discuss potential development standards for the possible relocation of the Chamber of Commerce office. The Chamber is currently exploring site options and financing. Parcel information had been distributed to each TRC member prior to the meeting (copies on file).

Tricia Woods provided some background information relative to the Chamber's desire for a more visible office and visitor information center. She noted that they need room for displays and exhibits, better restroom facilities, trailer parking, and storage.

Ms. Woods identified one of the possible sites being considered as the former Ron's Stop N' Shop property at 3rd & Main Streets, which the Chamber could purchase for \$300,000. The site currently contains a former convenience store/gas station and a 2-story apartment building.

3rd & Main Streets (Lots 1-3 & 4-5, Blk. 5, Colville Original Addition):

- Building Official Bob Cleaver confirmed that the fuel tanks have been removed and it was his understanding that the site is clean. The property owner is planning on drilling some test holes adjacent to the alley to find out if any contamination from the phone company site has migrated west toward his building. Bob felt there was probably a lift in the existing building for hydraulic fluid and

TECHNICAL REVIEW COMMITTEE

September 25, 2012

Page 2

and oil changes. It was his opinion that diesel and gas contamination should not be a big concern based on the amount of work that they probably did there. Bob recognized that the existing plumbing is old and suggested they check with Kelly Davis at Century 21 to see what kinds of problems he ran into when he remodeled the old Mobil Service Station into an office building.

- Bob Cleaver explained that the existing building is classified as a B-occupancy and an office would be a B-occupancy as well – so there would be no change in use. Any future remodeling for an office would not require total compliance with the Energy Code, but Bob felt consideration should be given to upgrading to the fullest extent possible to save energy costs. He pointed out a lot of the upgrades could be done inside - it doesn't have to be exterior.
- City staff confirmed that the subject parcels are located in the C-2 (Central Business) District. Commercial uses within the C-2 District are not required to provide off-street parking. It was recognized that it would be very beneficial to provide adequate off-street parking, including some RV parking, for an information center in any location.
- Bob advised there is no requirement that the apartment must remain an apartment in the C-2 District. He pointed out if the apartment is converted to “business” that major upgrades would be required because it would be classified as a change of use - compliance with the Energy Code would be required. Tricia Woods explained that a conversion would not be part of the first phase of activity here, but it was recognized that there is the potential to develop a couple of small businesses or something in that building that would be more beneficial to the downtown since it is on Main Street.
- Lou Janke expressed a concern about traffic at the subject site. He suggested the Chamber check with WSDOT regarding any requirements relative to traffic safety since there are two state highways that intersect there.
- Eric Durpos confirmed that water and sewer is available to the site. The cost of providing service to a new user would be approximately \$500.
- Tricia asked what would need to be done with the roof drains. Mr. Durpos explained, for example, if the parking lot was redone with a catch basin, an oil/water separator, and roof drains - it would all have to tie into the existing storm drain system. He thought there is an existing storm line running down the alley adjacent to the subject site.

Several advantages of the 3rd & Main site were identified, including that fact that it is close to the downtown area near restaurants and shops and is at the intersection of two state highways. It was also recognized that it has the potential for converting the apartment building into a couple more businesses, which could generate income for the Chamber.

Tricia Woods explained the other parcel being considered is Lot 6 in the Southtown Plaza shopping center. She explained that the vacant property is owned by the Tri-County Economic Development District (TEDD) and Director Rob Wilford has suggested an asking price of \$50,000. The Chamber is looking at the possibility of building a new structure, approximately 2500 sq. ft. in area, to provide Chamber office space, a reception area with literature displays, a conference room for about 15 people, public restrooms, and associated parking.

Southtown Plaza (Lot 6, No Name Shopping Center):

- Staff confirmed that the subject property is zoned C-3 (General Commercial). Off-street parking is a project requirement in the C-3 District. Off-street parking is calculated at 1 space per 200/sq. ft. of total floor area for office use. Bob pointed out the existing uses in the shopping center must be taken into consideration in the calculation of parking spaces and it must be ensured that the existing covenant parking, along with any required parking, meets City standards. The wildcard is “what happens with the old Excell building?” City records show that some parking spaces were lost when the W. Hawthorne Ave. improvements were done and that is one thing staff really has got to look at. Planning Director Jim Lapinski felt there may be some flexibility there if it can be demonstrated that the proposed project can provide adequate parking (possibly through shared parking) and eliminate some of the concerns.
- Bob Cleaver pointed out that there is a plat restriction that states “Prior to the issuance of a building permit on Lot 6, a minimum of 4’ wide sidewalk will be required along the utility easement in the west part of Lot 6.” He noted that the City quit claimed 10 ft. of the subject utility easement in 1984 reducing it from 39 ft. wide to 29 ft. wide.
- Lou Janke questioned whether there are any setback requirements from easements. Bob confirmed that in the past asphalt surfaces have been allowed on easements but no permanent structures.
- Bob stated there are no setback requirements from the property line on W. Hawthorne Avenue.
- It was noted that utility easements are located on the lot. Eric Durpos advised that water and sewer service is available and would need to be provided to the parcel, subject to the standard connection fees, which are going to be over \$6,000.
- Mr. Durpos pointed out that drainage can be designed to tie into the existing storm water system in the vicinity. He stated there is a storm main which runs down W. Hawthorne Avenue and there are some catch basins in the parking lot.
- It was recognized that snow storage could become an issue. The property owners in the shopping center have snow plowed and piled on vacant land west of this site. It was suggested that the Chamber contact Bruce Hubbard, at the Colville Do It Center, regarding the cost of hiring a private contractor for snow removal.
- Bob responded to general questions regarding construction and advised that the only limitation that might apply to a 2-story building is that there could be a requirement for an elevator for accessibility. A fire sprinkler requirement would not apply until the floor area reaches ±9,000-12,000 sq. ft.
- Tricia Woods asked if they need to check with WSDOT to see if the Chamber would have to continue to maintain the access point into the shopping center that is directly south of Wynne Street. City staff indicated that WSDOT has no jurisdiction on W. Hawthorne/truck route.
- Tricia asked about some of the stipulations in the covenants. Staff was unfamiliar with the language in the covenants, which are not enforced by the City.

TECHNICAL REVIEW COMMITTEE

September 25, 2012

Page 4

General comments were made regarding the site at Southtown Plaza. It was felt that it is a more open site and is located along the truck route, but it is farther from downtown. Lou suggested contacting WSDOT to see if there was any possibility of getting funding from them for signage along highways. He expressed the feeling that “visibility” is great, but “access” makes things work for pedestrian & bike traffic as well as vehicular traffic.

Bob noted one of the concerns staff has with the potential McDonald’s project at the former Excell site is how to eliminate the cross traffic that uses the service road by the loading dock. The intent would be to put in something similar to a landscaping barricade to force traffic to use the roundabout to access the shopping center. The easement behind the buildings would still need to be maintained for service.

The Chamber representatives thanked the TRC members for consideration of the request. They will take the information provided into consideration as prospective sites are evaluated.

PUBLIC COMMENT PERIOD: There were no other public comments.

REPORTS: There were no reports.

ADJOURNMENT

As there was no further business, Bob Cleaver moved and Eric Durpos seconded the motion to adjourn. There were no objections and the meeting was adjourned at 9:45 a.m.