

City of Colville

TECHNICAL REVIEW COMMITTEE

October 10, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, October 10, 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, City Engineering Technician Ron Frostad. MEMBERS ABSENT: Council member Nancy Foll. GUESTS PRESENT: Stevens County Public Works Director Jason Hart. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of October 3, 2017, had been distributed to each member prior to the meeting. Dave Harper moved to approve the minutes and Jeff Long seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION:

A. Stevens County Parking Lot

Stevens County is interested in turning an empty lot located on the northwest corner of Columbia Avenue and Elm Street into a parking lot to serve the Stevens County Court House. A proposal was given to the committee members prior to the meeting (copy on file).

Jason Hart from Stevens County Public Works explained that historically the court house has had challenges with lack of parking. Jason added the public has voiced their frustration regarding availability of parking when they come to do business at the court house. Jason was approached by the County Commissioners about looking at an empty lot behind the 911 building and developing it into a parking lot. After researching the lot it was noted that it is residentially zoned and would need to be rezoned as commercial.

Jason explained that removing the trees on the lot is not part of the proposal. A utility pedestal in the SE corner will be moved underground by CenturyLink. The County would bring in material to build up the parking lot and add asphalt creating 27 parking spaces. The County also plans to include the development of a sidewalk. They have started to remove weeds and concrete that had been left behind by a contractor in the past. Jason is asking for input from the Technical Review Committee before he submits the required Zone Boundary Change, SEPA and General Land Use Applications.

RJ Keetch explained that the General Land Use Application will need to include a buffer zone for the creek that runs on the parcel. Jeff Long and Ron Frostad suggested adding a catch basin in the parking lot, sloped to the center. RJ added landscaping will need to be noted in the proposal; a 5 ft. buffer between the sidewalk and the parking lot is required.

Jason asked for zoning information on the empty lot that sits on the northeast corner of the Oak Street and Columbia Avenue; the County has looked at developing this lot into a parking lot as well. RJ explained that if

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the County develops it into a parking lot they would have to submit is a General Land Use Application and possibly a SEPA. This lot is commercially zoned and will not have to go through a Zone Boundary Change.

Jason will submit the proper applications in hopes to get started on the parking lot as soon as possible.

B. Retaining Wall Review

A site plan, provided by Dave Robinson, for the installation of a retaining wall at 157 Cody Lane was distributed to the members prior to the meeting. Dave Harper would like it documented that everyone is aware of the proposal and that utility location has been verified and height requirements are being met.

Jeff Long and Ron Frostad both verified depth of utilities. Dave explained he has made the property owner aware that the wall must be less than 4 ft.

No motion necessary for this proposal.

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

NEW BUSINESS:

A. Boundary Line Adjustment – Westover LLC

A Boundary Line Adjustment application submitted by Dave Sitler with Westover LLC was distributed to committee members prior to the meeting. RJ explained no motion needed to be made but asked that any concerns be voiced before it is approved. Ron Frostad noted that the property owners must maintain the existing easement as written in the legal description.

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

REPORTS:

RJ Keetch reported the Astor Corridor Design Workshop came to an agreement on a concept that will be introduced to City Council.

ADJOURNMENT

As there was no further business, Dave Harper made a motion to adjourn and Ron Frostad seconded the motion. Voice vote showed all in favor; the meeting was adjourned at 8:54 a.m.