

**DRAFT**

City of Colville

TECHNICAL REVIEW COMMITTEE

October 17, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, October 17, 2017, 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 Supervisor Jeff Long, Public Works Director Jeff Cochran, City Engineering Technician Ron Frostad. MEMBERS ABSENT: Council member Nancy Foll. GUESTS PRESENT: Rosemary Shaw of R & R Design. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of October 10, 2017, had been distributed to each member prior to the meeting. Jeff Cochran moved to approve the minutes and Dave Harper seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION:

A. Parking Lot Proposal – 2<sup>nd</sup> Ave. and Main St.

Rosemary Shaw explained that the Parking Commission is proposing to develop a parking lot that they recently purchased at the northeast corner of Main Street and 2<sup>nd</sup> Avenue. A conceptual design of the parking lot was distributed to the committee prior to the meeting (copy on file). The current design allows for 25 parking spaces and 1 handicap space. Wheel stops are proposed to be placed in every parking space and landscape curbing around the lot. The landscape curbing would include rocks and would be shallow and wide. 5 foot perimeter of low maintenance landscaping with grasses and junipers. Other amenities include a bike rack and bike repair station, a garbage can and a bench. The proposal also includes an electric car charging station. The City has applied for a grant that would help with the funding for the electric car charging station.

A storm water catch basin was included in the design and no irrigation was proposed. RJ Keetch explained there is a 4 ft. tree requirement with irrigation provided in the Colville Municipal Code. The requirement reads “One tree for every 10/20 (single/double row) parking spaces shall be provided for summer shade. Rosemary asked for input from the committee regarding the decorative landscaping curbing instead of parking curbing, which would save about \$3,000. There was no discrepancy with the decorative landscaping. Mayor Janke directed Rosemary to speak with the Tree Board about what trees would be best in the parking lot. It was also suggested that the landscaping should be similar to what Avrum Baum had done with the Tiger@Creek building on 3<sup>rd</sup> Avenue.

Rosemary introduced the idea of including wagon wheels in the design. Lou explained that the design does not tie into the design of downtown. It was discussed that plantings for the vertical element requirement would be more appropriate financially. Maintenance and repair would be a financial burden if wagon wheels were included in the design. There was discussion about lighting requirements; RJ explained there are no lighting requirements in the code.

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Mayor Janke asked about the proposed traffic flow of the parking lot. Rosemary explained there are no signs in the adjacent alley making it a one way alley. Rosemary showed the design for a one-way flow of traffic in the parking lot but explained nothing has been decided at this point. It was discussed that left turns out of the parking lot onto Main Street is not preferred. Rosemary explained that if the alley is designated as a one way alley then the parking spots can be directionally changed. Signs would be added to limit traffic from entering the parking lot from Main Street and only allow traffic to turn right to exit. Angled parking was discussed as this would make the lot user friendly for one way traffic. The angled parking would only allow for 21 parking spots rather than the originally designed 26 parking spaces.

Mayor Janke suggested the design of the benches should be similar to the benches that already exist downtown. He also discussed including way-finding signs in the parking lot. Rosemary explained that because there are no parking lot sign requirements in the Colville Municipal Code, very few signs were included in the proposal.

Mayor Janke asked that Rosemary include prevailing wage in her invoice for the proposed work; labor, materials and taxes need to be clear.

There was discussion about the storm drain and where it will tie in. Rosemary explained this information will be included on the construction drawings with the maximum/minimum slope for the line and a grading plan. Jeff Cochran added that the asphalt depth would need to be included in the construction plan.

Rosemary will take the suggestions of the Technical Review Committee back to the Parking Commission and make the necessary changes to the proposal. Once approved by the Parking Commission the design will be submitted with the General Land Use Application to the Building and Planning Department.

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

NEW BUSINESS: There was no new business to be presented.

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

REPORTS: There were no reports given at this time.

### 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 9:18 a.m.