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City of Colville

TECHNICAL REVIEW COMMITTEE

October 7, 2014

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, October 7, 2014, in the Council Room at City Hall. Acting Chairman Eric Durpos called the meeting to order at 8:32 a.m. with a quorum present.

MEMBERS PRESENT: Municipal Services Administrator Eric Durpos, Building Official/Inspector Bob Cleaver, Street/Park Superintendent Terry LeCaire, and Councilmember Lou Janke. GUESTS: Dale & Sharon Anderson, Sandra Wilma, Eric Ohrtman, Jim Cortner, Sheryldene Rogers, and Paul Wade. RECORDING SECRETARY: Susan Davis.

MINUTES FROM THE PREVIOUS MEETING

The minutes from the previous meeting of September 9, 2014 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 showed all in favor.

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

NEW BUSINESS

A. SEPA Review/Threshold Determination

Applicant: Dale & Sharon Anderson, dba A-Automotive

Location: 361 W. 5th Avenue

Proposal: 16' x 24' addition to existing building

A completed SEPA environmental checklist and building permit application by Dale & Sharon Anderson 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 361 W. 5th Avenue, in the C-3 (General Commercial) District. The proposal is to construct a 16' x 24' (384 sq. ft.) waiting room/display area addition to the front of the existing building, which together exceeds the 4000 sq. ft. SEPA exemption level. Dale & Sharon Anderson were present to answer any questions related to the proposal. Sharon Anderson added that the proposal includes asphalt paving as indicated on the attached bid from Inland Asphalt Company.

Following review, Bob Cleaver suggested the following comments be added for clarification or additional detail:

Pg. 2, item #10. – Government permits needed for the proposal include a City building permit and possibly a sign permit, and a State electrical permit.

Pg. 2, item #B.1.c. – Soil type found on the site is classified as Colville silt loam, drained, 0%-3% slope.

Pg. 4, item #5. – The property is not located within a 100-year floodplain as confirmed by FIRM Panel #530187-0001B (6/5/1985) – Zone C.

Pg. 5, item #5.b. – No threatened or endangered species appear within the project area on the Washington State Fish & Wildlife Inventory.

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Pg. 6, item #7.a. – The applicant will be required to comply with the maximum allowable quantities of hazardous materials per the Building Code.

Pg. 7, item #8.a. – Land use on adjacent properties is predominantly commercial to the north, south, and east. An existing dwelling is adjacent to the west.

Pg. 10, item #16.a. – Refuse service is provided by Sunshine Disposal & Recycling.

Pg. 10, item #16.b. – Avista is the local electrical provider.

Eric Durpos requested clarification regarding the on-site storm water drainage. Dale and Sharon Anderson confirmed that they have dry wells and catch basins on the site, which are functioning properly.

There were no issues related to water/sewer or drainage identified by City staff.

Bob Cleaver moved and Terry LeCaire seconded the motion that the TRC recommend a Determination of Non-Significance (DNS) for the proposed addition by Dale & Sharon Anderson. Voice vote showed all in favor.

B. SEPA Review/Threshold Determination

Applicant: Russell C. Page/Saundra Wilma

Location: 279 S. Main Street

Proposal: Construction of a 120' x 120' 2-story commercial building

A completed SEPA environmental checklist, building permit application, and conceptual drawings by Russell Page Architects had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). The subject proposal is located at 279 S. Main Street, in the C-2 (Central Business) District. The proposal is to construct a new 2-story furniture store and warehouse with a partial basement. Saundra Wilma was present to answer any questions related to the proposal. Ms. Wilma reviewed the proposed design noting that the second floor will include a small kitchen and bathroom for the conference/meeting room area. The new building will also have an elevator. A coffee & chocolate shop with a small patio area is proposed in the northwest corner of the building as indicated on the drawing.

Bob Cleaver noted a correction on the building permit application. The proposed square footage should be reduced from 34,007 sq. ft. to 28,700 sq. ft. because the basement doesn't have to be included. He noted that a complete set of drawings has not been submitted at this time. When available, he will forward copies to the Water/Sewer and Street Departments for review and comment.

Following review, Bob Cleaver suggested the following comments be added for clarification or additional detail:

Pg. 2, item #8. – A Geotechnical Evaluation by AllWest Testing & Engineering, dated June 18, 2014, was received and will be kept on file. (*Saundra Wilma submitted the report to Mr. Cleaver at this time.*)

Pg. 2, #12. – The project is located on Assessor's Tax Parcel No. 0012100.

Pg. 2, item B.#1.a. – Unregulated fill is located at the southwest corner of the site.

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Pg. 2, item B #1.b. – Soil type found on the site is classified as Hodgson silt loam, 3%-15% slopes.

Pg. 5, item #4.a. – There are existing trees in the public right-of-way. Coordinate with the Street/Park Superintendent regarding potential adverse impacts to the trees during construction.

Pg. 6, item #6.c. – Compliance with the 2012 Energy Code is required. Insulation values – R-21 in the walls and R-49 in the ceiling.

Pg. 7, item #8.e. – The current zoning classification is C-2 (Central Business).

Pg. 8, item #12 – Local recreational opportunities include the City Park and the fairgrounds with a ballfield nearby.

Pg. 9, item #13.a. – Historical buildings in the vicinity include Barman's at 230 S. Main Street, Acorn Saloon at 262 S. Main Street, Colville Jewelers at 226 S. Main Street, and the Post Office at 204 S. Oak Street.

Pg. 9, item #14.b. – Rural Resources provides limited public transit service to eligible clients.

Pg. 10., item #14.h. – The Colville Municipal Code, Sec. 17.72.100 requires off-street loading space(s).

Bob Cleaver commented that the unregulated fill on the site is probably addressed in the soils report. He advised that the City has no cut/fill permit for removal of the fill.

Bob pointed out the required off-street loading space requirements will need to be addressed with the new City Planner (when that position is filled) and the Street Department during project design. The applicant is showing on-street loading on Birch Avenue, which is where deliveries were made prior to the fire that destroyed the former building. He noted that the Zoning Ordinance is specific that when an existing non-conforming building is destroyed and rebuilt it must conform to current standards. Mr. Cleaver advised that a building permit cannot be issued in violation of the Zoning Ordinance.

Saundra advised that currently they are working on an agreement with Key Bank to the north to lease half of their parking lot for off-street parking spaces for the furniture store. It was questioned whether providing some off-street spaces for patrons could be used to off-set space for on-street loading. Lou Janke questioned whether consideration could be given to times when loading is allowed and not allowed. Saundra stated that her delivery truck used the posted on-street loading area at all hours of the day. Terry LeCaire commented that Saundra's truck did not obstruct the Birch Avenue traffic lane when using the on-street loading area and semi trucks parked east-west when unloading. Bob suggested that in the absence of a City Planner any deviation to the standards may have to be determined by the Planning Commission or Zoning Board of Adjustment.

Saundra Wilma asked if there are any incentives offered by the City for building in the downtown corridor. She stated that both the City of Spokane and the City of Spokane Valley have incentives. She suggested maybe this could be addressed when the City Planner position is filled. Eric Durpos indicated the City has talked about incentives and is researching options but there is nothing in place currently.

Bob Cleaver moved and Terry LeCaire seconded the motion that the TRC recommend a Determination of Non-Significance (DNS) for the proposed construction project by Saundra Wilma. Voice vote showed all in favor.

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- C. Pre-development discussion – Jim Cortner, Cortner Architectural Company
Location: 11-acre parcel (#0174318)
Proposal: Monumental View Terrace – mixed housing community

A narrative and preliminary site plan prepared by Jim Cortner, Cortner Architectural Company, describing a conceptual development proposal for an aged 55+ mixed housing community had been distributed to each member prior to the meeting (attached hereto and made a part of these minutes). The 11-acre parcel located behind the Hudesman House is known as the Huguenin property.

Background

Sheryldene Rogers, Director of Residential Development, Goodale & Barbieri Company, explained that during the construction of the Hudesman House, it became evident that there is a huge need in this community for senior housing designed for “aging in place” – single story structures with wider doors, etc. As a result, Ms. Rogers stated that a plan has emerged for a mixed-housing development to try to enhance the surrounding area near the Hudesman House and Colville Meadows Apartments as a Senior Campus. Although the apartments were built with HUD funds, there is no HUD funding available for this type of mixed housing development. Ms. Roger stated that Eric Ohrtman and Paul Wade are local leaders on the project. This would be a local project, which would be owned by Colville people who are on a non-profit Board of Directors. They anticipate meeting the needs of people who want to move to town, having equity in their homes/property such that they can afford to buy a home, but their income is quite low. Ms. Rogers stated they are trying to be creative in their efforts to meet this senior housing need and input from the City is being requested at this time.

Jim Cortner added that they are in a fact finding, preliminary phase trying to figure out how this is going to pencil out budget-wise. He felt through this and future meetings with the City requirements for such a development can be identified. The proposed Monumental View Terrace concept is a planned development which would include single family homes, duplexes/quad-plexes, and apartments. Mr. Cortner stated they would like to build up along the hill as much as possible, recognizing that the lowlands on the subject site could be a challenge. As the plan evolves they hope to be able to include an activity center and open space, and possibly an indoor/outdoor pool. Based on local input they are thinking maybe it could become something the entire community could benefit from. Buena Vista Drive would be the primary access point to the housing community. A secondary access point tied to Hudesman Lane is desirable as shown on the preliminary site plan.

Bob Cleaver advised that Susan Davis has put together a packet of information on potential applications and procedures that may apply to the proposed development. Included will be application forms for a Planned Unit Development (PUD), Long Plat with design standards from the Land Division Ordinance, an Environmental Checklist, Zoning Map, and a Zone Boundary Change Application. Bob pointed out the subject property is currently zoned R-1-S (Single Family Suburban), which requires larger minimum lot sizes. He suggested that consideration of a zone change to C-3 might allow smaller lot sizes. He distributed a Developers Directory identifying City contact persons and specific design standards from the Land Division Ordinance. Bob recommended that an environmental assessment of the entire site be completed, which would eliminate the need for separate soil reports for each single family dwelling as it is constructed. Mr. Cortner agreed that it would be prudent to do a geotechnical analysis of the entire property.

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Utilities

Eric Durpos advised that from a water and sewer standpoint, the conceptual proposal looks feasible. He did point out that a loop system for the water will likely be required. He stated there are no issues with sewer capacity or with available water pressure. He felt it would be more cost effective to serve sewer from the lower end, if possible.

Ms. Rogers expressed a concern relative to the cost of infrastructure. She asked if there is a less costly approach that could be considered for the provision of water and sewer. She stated right now they do not have the Hudesman property adjacent to the Hudesman House – it is available but expensive. She noted they would like to have access from Hudesman Lane but recognize that infrastructure can override operating costs. Eric Durpos explained that the City would require a minimum 30 ft. wide easement for water and sewer – it doesn't necessarily need to be a road. As discussions proceed, he stated options will need to be explored. Lou Janke suggested that the Fire Chief needs to look at the design for emergency access.

Access

Ms. Rogers indicated a desire to have secondary access from Hudesman Lane but recognized it is a private road. If it is not possible to make that connection, she asked if there are other options that could be considered such as an access easement between the Hudesman House and Colville Meadows Apartments.

Lou Janke asked if the proposed roads would be private or public. Bob Cleaver confirmed that Hudesman Lane is a private road as are the other roads in the Hudesman Commercial Plat. He stated at the time of development, the developer did not want to dedicate the roads or construct them to City standards – preferring to keep them private. As he recalled, the roads do not have adequate width to meet City standards. Paul asked if that is something they should assess to see if it would be beneficial to go public to have less operational costs in the long run because they wouldn't have to maintain their streets.

Mr. Janke indicated that he has observed that the slopes will be a challenge and felt that outside accessibility to the buildings is as important to consider as inside accessibility. Sheryldene agreed that it is an important issue noting that the portico at Hudesman House was constructed specifically to accommodate the Rural Resource bus for the senior residents who need safe access to transportation.

Potential Funding Sources

Sheryldene commented that now that they know there are going to be eligible recipients living in the planned development, she questioned if they could go through the City to access CDBG money for infrastructure. Eric Durpos advised that the City is now an entitlement division and is eligible for CDBG funds. He felt that could be an option if the City Council were to decide to sponsor a project. He noted planning only grants up to \$25,000 are available year round, which is usually the first step. The second step would be to use the planning grant to apply for general purpose funds. Eric confirmed that he would be the City contact person regarding CDBG funds. He offered to email contact information and various resource links to Ms. Rogers.

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Paul Wade explained that they hope to be able to partner with the City somehow to do this project. He stated in the next 90-120 days they will try to complete a feasibility study. He questioned whether there are any city or regional needs that can best be facilitated in a cooperative manner – that is something they would like to explore. At this time they welcome any assistance and input from the City that can be provided.

Ms. Rogers added that they envision that the first phase of the project would be the pre-sale of some of the single family homes to build equity before they can do some of the other phases of the project. The structure of ownership is anticipated to be HOA or PUD, with snowplowing and front yard maintenance included and under the direction of property management.

Eric Ohrtman explained in terms of community benefit – there is already an expressed need. With his connection with the senior community, he said he is watching them disappear to Spokane. He is hearing that people who want to move into town from the country can't find affordable, single story homes. One of his contacts was forced to relocate to Spokane because of the lack of facilities to meet her needs.

Lou Janke noted the Building & Planning Department is under staffed right now. The City has no planner and the building inspector will be retiring soon, which limits expertise in that department at this point in time.

It was recognized that this conceptual proposal is very preliminary. Future meetings will be beneficial as additional information becomes available.

PUBLIC COMMENT PERIOD: There were no public comments.

REPORTS

Bob Cleaver reported that the building permit application has been approved for issuance for the Hewescraft expansion project. He noted that any Public Works comments should be submitted directly to Simpson Engineers. Bob provided a copy of his comments on the Pre-Feasibility Study for the proposed Food HUB at the old County Shop to Eric Durpos for information. He confirmed that the proposed use would be a “change of use” which would need to be designed by a professional and submitted for review and approval. In other news, Bob reported that he received a proposal by Carter Toyota for an expansion of the parts and service area on the south side of the building. He also advised that they are potentially looking at a future extension to the north.

ADJOURNMENT

As there was no further business, Bob Cleaver moved and Terry LeCaire seconded the motion to adjourn. All were in favor and the meeting was adjourned at 9:42 a.m.