

City of Colville

TECHNICAL REVIEW COMMITTEE

October 8, 2013

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, Municipal Services Administrator Eric Durpos and Councilmembers Dorothy Bergin and Lou Janke. MEMBERS ABSENT: Street/Park Superintendent Terry LeCaire. OTHERS PRESENT: Assistant Planner Melinda Lee. GUEST PRESENT: Marcus Valentine, Architects West. RECORDING SECRETARY: Susan Davis.

MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting of June 18, 2013 had been distributed to each member prior to the meeting. Eric Durpos moved and Bob Cleaver seconded the motion to approve the minutes as written. Voice vote showed all in favor.

At this time, the Chairman reordered the agenda to consider New Business. There were no objections.

NEW BUSINESS:

- A. SEPA Review/Threshold Determination  
Proposal: Zoning Ordinance Text Amendment #2-13  
Applicant: City of Colville

Director of Building & Planning Jim Lapinski explained that Zoning Ordinance text amendments have been proposed as outlined in the attached application and documentation (attached hereto and made a part of these minutes). Changes are proposed to Chapter 17.64.110.D.9.d, Temporary Signs; Chapter 17.564.190, Keeping of Chickens; and Chapter 17.84., Temporary Use Permits. Assistant Planner Melinda Lee advised that a public informational meeting will be held before the Planning Commission on October 9<sup>th</sup>. A public hearing before the Planning Commission has been scheduled for November 13<sup>th</sup>; and a public hearing before the City Council is expected to occur in mid-December, for potential action.

Building Official/Inspector Bob Cleaver moved that the TRC recommend a Determination of Non-Significance for Zoning Ordinance Text Amendment #2-13. Municipal Services Administrator Eric Durpos seconded the motion. Voice vote showed all in favor.

- B. Preliminary review/discussion on development requirements for proposed Colville HUB Senior Center – Marcus Valentine, Architects West

Marcus Valentine, Architects West, was present to represent the proposed Colville HUB Senior Center. A conceptual site plan had been distributed to TRC members prior to the meeting (copy on file).

Preliminary review and discussion followed relative to the proposed new Senior Center and comments are summarized below.

## TECHNICAL REVIEW COMMITTEE

October 8, 2013

Page 2

### Utilities/Storm Water

Municipal Services Administrator Eric Durpos advised that water and sewer service is available to the site from either Elep Avenue or Wynne Street and the connections fees have been paid. Actual locations of the connections will be dependent on the final site design. Connection to the City storm sewer can be achieved on either Elep Avenue or Wynne Street as well. Eric will provide information regarding utilities to Mr. Valentine.

### Site Development Standards

Jim Lapinski advised that the project site is located in the C-3 (General Commercial) District. No setbacks are required in the C-3 District.

### Off-Street Parking

Mr. Lapinski indicated that it appeared the off-street parking requirements of Chapter 17.72 of the Zoning Ordinance can be met. Marcus Valentine explained that they used the standard of 1 parking space/100 sq. ft. for public assembly. The two (2) meeting rooms total about 2520 sq. ft. for assembly in the 4950 sq. ft. building. Staff concurred and it was recognized that the facility is being set up for gatherings, weddings, etc., so lots of parking will be needed, including on-street.

Councilmember Lou Janke expressed a concern about maneuvering space at the location of the trash receptacle enclosure. Mr. Valentine stated a 24 ft. wide aisle is proposed to provide turning and maneuvering space in that area. Councilmember Dorothy Bergin pointed out trash service would generally occur when no one was there. Eric Durpos advised that trash is picked up early in the morning in the commercial district so that should not be much of a concern. He offered to provide Mr. Valentine with contact information for Sunshine Disposal regarding receptacles.

### Sidewalks

Bob Cleaver brought up the proposed sidewalks on Elep Avenue & Washington Street. Marcus Valentine advised that they were under the impression that sidewalks were probably going to be required. Mr. Cleaver noted that the City sidewalk ordinance states that sidewalks shall only be required on those streets identified as school walk routes, arterial and collector streets, and within the C-2 District. He noted Wynne Street has an existing sidewalk. Bob felt there could be some cost savings if sidewalks could be eliminated. Councilmember Lou Janke expressed a concern about providing safe access to the facility when people park on Elep or Washington. Eric noted that there has been some discussion with the seniors regarding the grant funds and ADA requirements recognizing that a lot of people may park on the streets. There was some uncertainty about the location of curbs in the vicinity; staff will confirm. Based on the discussion, Mr. Valentine made some suggested changes that could accommodate safe pedestrian access.

### Landscaping

Relative to landscape standards, Assistant Planner Melinda Lee advised that they are outlined in Section 17.64.100 of the Zoning Ordinance.

## TECHNICAL REVIEW COMMITTEE

October 8, 2013

Page 3

### Building Code

Bob Cleaver questioned what the project schedule was and asked whether submittals could be expected early next year for reviews. He pointed out all plan reviews are done in-house except the Energy Code. The City requires independent review and inspection for the Energy Code with sign-up sheets, etc. Marcus Valentine explained that they anticipate spring construction – they would like to bid the project in March 2014. Mr. Cleaver confirmed that the City of Colville is using the 2012 International Building Code (IBC). He stated he will most likely classify the entire building as A-3, with Class V B construction. He advised that a fire sprinkler is based on occupant load; but looking at the proposal one will probably be required. Mr. Valentine agreed that the standing capacity of the facility would accommodate +300 people and pointed out there are advantages to putting in a fire suppression system. He also confirmed that the facility will be set up with a commercial kitchen.

Lou Janke questioned the plan for snow removal from the on-site parking areas. Mr. Valentine stated that an area of the parking lot will need to be identified and abandoned in the winter for snow storage.

Bob Cleaver advised that the project will have to go through the SEPA process because the building exceeds 4000 sq. ft. He advised that he can perform the building plan reviews simultaneously.

Eric Durpos advised that after today staff will be going through the guidebook to determine what all is required in the contract with the Department of Commerce for the CDBG grant to build the new senior center.

### OLD BUSINESS

The following item was added to the agenda for review and discussion.

#### A. Zoning Ordinance Text Amendment #1-13 – Remanded RV Park Design Standards.

Assistant Planner Melinda Lee explained that the City Council had some issues with the proposed RV Park design standards and remanded them back to the Planning Commission. The Council's issues were identified in red text in the attached standards, which had been distributed to each TRC member for review (attached hereto and made a part of these minutes).

Councilmember Janke questioned whether there is any time limit on the park. Jim Lapinski responded, as an approved CUP, RVS are allowed from short time stays up to long term use as a permanent dwelling under certain conditions.

Mr. Janke also requested further clarification regarding the “on-site sanitary waste station” referenced on Pg. 4, Item C.3.a. Melinda Lee explained the intent of that section is to provide “a dump station” connected to the city sewer system that is available for RV pads that do not have hookups to city sanitary sewer service. Mr. Janke suggested adding the words “dump station” in parenthesis for clarification, where applicable. He asked if anyone could use the dump station. Staff felt that would be something that the property owner would control.

Bob Cleaver commented that it appears that NFPA standards are referenced quite a bit but NFPA standards have not been adopted by the City of Colville. He suggested adopting the referenced standards or just use them to put the design standards together and adopt them as part of the amending ordinance – don't specifically reference them.

## TECHNICAL REVIEW COMMITTEE

October 8, 2013

Page 4

It was recognized in the text that approval of certain aspects of an RV park may be necessary from other agencies, jurisdictions, or other applicable permitting authorities, i.e., electrical service.

There was brief discussion relative to definitions. Bob suggested using the L&I definition for recreational vehicle because they have to be specifically tagged with an RV sticker. He felt that would eliminate converted buses being used as RVs. Melinda noted that there are definitions in the Zoning Ordinance for RV and RV Parks and she read the current definition for RV. She also pointed out new state law requires the city to let "RVs" be used as permanent dwellings under certain conditions. Jim Lapinski commented that maybe it is a legal question, but just because the state allows RVs as permanent dwellings, we can be more restrictive than the RCWs – just because the state allows it, it doesn't mean we have to.

Lou asked if some interest has been expressed in establishing an RV park here. Jim confirmed that there is some private interest that he thinks is serious. Lou asked if the RV park at the fairgrounds is set up like these standards. Staff responded that the RV Park at the fairgrounds is an existing use but it has been set up basically the same. The RV spaces are not as developed as the proposed standards but it was felt they are close. Staff pointed out that most of the input on the proposed standards was received from Lori Matlock, Fair Manager.

Mr. Janke expressed a concern on Pg. 3, Item #7.c. relative to the text being specific about dogs but it doesn't address other pets such as cats. Staff recognized that it is possible that park patrons may have other types of animals. It was felt that the language should be more general and a suggestion was made to change the reference to "pet". Melinda will review the language more thoroughly to make sure there is a leash requirement in the proposed standards.

Melinda advised that changing the width of the one-way road to 12 ft. is acceptable to the Fire Chief (Pg. 3, Item #5.a.1.).

PUBLIC COMMENT PERIOD: There were none.

### REPORTS

Bob Cleaver reported that "potential" projects for 2014 include the Senior Center, McDonalds', Sandra's Furniture, Stevens County remodel of the old Avista building, and a new dialysis center. Currently the former Arby's building is being remodeled into a Pizza Hut.

Jim Lapinski reported that he and Eric Durpos recently toured the Crystal Falls property. A property summary and recommendation will be brought to City Council at a future meeting. Lou Janke encouraged staff to do public outreach on this property so they know when it will be discussed.

### ADJOURNMENT

As there was no further business, Bob Cleaver moved that the meeting be adjourned. Jim Lapinski seconded the motion and adjourned the meeting at approximately 9:35 A.M.