

City of Colville

TECHNICAL REVIEW COMMITTEE

November 14, 2017

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee met for a regular meeting on Tuesday, November 14, 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, Public Works Director Jeff Cochran, City Engineering Technician Ron Frostad, and Council member Nancy Foll. MEMBERS ABSENT: Street Supervisor Jeff Long. RECORDING SECRETARY: Sydney Gilmore.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of October 17, 2017, had been distributed to each member prior to the meeting. Ron Frostad moved to approve the minutes and Dave Harper seconded the motion. Voice vote carried, motion passed unanimously.

PRE-APPLICATION SUBMITTAL INFORMATION: There were no submittals to be presented.

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

NEW BUSINESS:

**A. Encroach Upon Public Right-of-Way – 772 S. Rae St.**

This is an easement, not a right-of-way. RJ Keetch wondered if an application needed to be processed because there are no City Utilities in the easement, only gas and power. There should be some kind of process for these easements that do not have City utilities in the future. Ron Frostad explained that sometimes just because there are no City utilities in an easement at the time, it does not mean that City utilities couldn't be put there in the future.

Jeff Cochran moved to approve the encroachment in the easement. Dave Harper seconded the motion.

Dave Harper asked if this will still be recorded with the County. RJ explained that yes a Hold Harmless Agreement will be recorded.

Voice vote showed all in favor. Motion passes.

**B. Public Use Permit – Chamber of Commerce**

The Chamber of Commerce applied for a Public Use Permit to utilize Astor St. near the intersection on Main St. for the Chamber Christmas Tree Lighting Ceremony. RJ Keetch explained before the Public Use Permit was adopted this proposal used to go before City Council and was approved on a 10-year basis. The Public Use Permit only allows for a yearly renewal. If the Chamber wanted to request their 10 year approval in the future the ordinance would need to be amended to allow for this type of use.

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Dave Harper made a motion to approve the tree lighting ceremony for one year. The Chamber must apply again next year for further approval. Ron Frostad seconded the motion. Voice vote showed all in favor, motion passes.

**C. Commercial Check Form – 115 S. Main St.**

This business used to be Tony Harmon's woodworking shop. The building was purchased by Anthony and Shareeta James who are requesting to start their Smoothie/Juice Bar business. This change of occupancy required a commercial check form and inspection to be completed. Dave Harper met with Jim Strong and Scott Schauls on site. This occupancy will be an assembly occupancy which triggers more things like requiring occupant loads and emergency exit lighting.

Dave explained that there about 80% of the businesses in Colville do not have a Certificate of Occupancy. Nancy asked why so many businesses do not have a Certificate of Occupancy. Dave explained the City of Colville doesn't require Life Safety Inspections. This type of inspection would trigger a Certificate of Occupancy change if needed. As of now the only reason we would know if a business needed a change of occupancy is if the business owner asks for an inspection or if a permit was pulled.

No motion needed.

**D. General Land Use Application – 2<sup>nd</sup> and Main Parking Lot**

The plans for the proposed parking lot at 2<sup>nd</sup> and Main Street were submitted by Rosemary Shaw on behalf of the Parking Commission and distributed to committee members prior to the meeting.

Ron Frostad moves to accept plans as submitted. Dave Harper seconded the motion. Voice vote shows all in favor, motion passed.

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

REPORTS:

Dave Harper reported that the Grocery Outlet General Contractor is set to turn the store over November 29<sup>th</sup>. They will open in December.

Jeff Cochran reported that there are some easement issues where sidewalks still need to be placed between Buena Vista and 7<sup>th</sup> Avenue. This sidewalk project is intended to close the existing gaps along Highway 395. Jeff explained that Ron Frostad will resolve this issue with property owners and the State Department of Transportation who has the right-of-way.

Nancy reported that she will be meeting with the County Commissioners about a portion of Buena Vista that is owned by the County and the City maintains. The County is interested in repairing the road and then turning over ownership of the easement to the City. It was suggested that Jeff Long work with Nancy to find out what is needed to be done before any decisions are made. Jeff Cochran also volunteered to help. It was further discussed that the road would need to be repaired before the City takes over ownership.

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 9:11 a.m.