

CITY OF COLVILLE OFFICE OF BUILDING & PLANNING

2009 ACTIVITY REPORT

The following report is a summary of primary Building & Planning Department projects and activities for the period January – December 2009.

COMMUNITY PLANS & DEVELOPMENT REGULATIONS

- **Growth Management Update** -- Pursuant to the adopted Growth Management Act Update Work Program, any revisions to the Colville Comprehensive Plan must be completed by December 2010. The Planning Commission held a series of public workshops during the summer and fall to review and discuss possible updates to elements of the Comprehensive Plan. The following elements were presented for consideration: Capital Facilities & Utilities, Transportation, Parks & Recreation, Historic Preservation, and Annexation & Incorporation. Staff will incorporate public comments into the draft Comprehensive Plan update for final presentation and adoption.
- **Airport** -- Through WSDOT Aviation/City funds, Welch Comer & Associates and Airside were hired to prepare an Airport Feasibility Study to determine the feasibility of building a new regional airport on a site east of the current Colville Municipal Airport just outside the northeasterly city limits. At its July 14, 2009 meeting the City Council approved Amendment #1 to the Colville Airport Site Feasibility Study Contract with Welch Comer & Associates for a WSDOT Aviation Division Public Involvement Grant for the lump sum of \$18,500 contingent on approval of funding. Funding was approved and Professional Facilitator Lori Isenberg, Northwest Dynamics, was hired to conduct a public participation process for the proposed airport project. A committee, formed to provide public representation, held meetings on October 22 and November 16, 2009 to provide information on the airport study and to gather issues and concerns from the public, which will be addressed during the environmental assessment study process.
- **Capital Facilities Plan (CFP)** -- Acting as the CFP Coordinator, the Planning Director works with the CFP Committee and CFP Management Team to implement and update the CFP during the annual Comprehensive Plan amendment process. The Department Heads submitted 2009-2014 capital projects and equipment requests for ranking in the Executive Summary. At its December 22, 2009 meeting, the City Council passed Ordinance No. 1431 N.S. adopting the 2009-2014 CFP Executive Summary as recommended by the Planning Commission.
- **Encroachment Policy** – The Technical Review Committee (TRC) reviewed and discussed amendments to the Encroachment Policy, Resolution #01-08, that would allow more flexibility in the decision-making process. At its May 26, 2009 meeting, the City Council passed Resolution #06-09 adopting the proposed amendments.

APPLICATION & PERMIT PROCESSING

Encroachment Applications:

Pursuant to Resolution #08-01, the following right-of-way encroachment applications were reviewed and processed:

1. Shawn Merryman – 760 E. Astor. Request to encroach upon the Astor Avenue and alley rights-of-way with a fence. At its April 21, 2009 meeting, the Technical Review Committee approved the request to encroach upon the Astor Avenue right-of-way subject to a Hold Harmless Agreement. The request to encroach upon the alley right-of-way was denied.
2. Roland Doggen, 687 S. Walnut. Request to encroach upon the Forest & Walnut Street rights-of-way with a fence. At its April 21, 2009 meeting, the Technical Review Committee approved the request subject to providing access to the water service shutoff and a Hold Harmless Agreement.

3. Larry Zahler, 890 N. Pine Street. Request to encroach upon the 9th Avenue & Pine Street rights-of-way with a fence. At its April 28, 2009 meeting, the Technical Review Committee denied the request for safety reasons.
4. Mike Almas, 536 N. Walnut Street. Request to encroach upon the Walnut Street right-of-way with a decorative block wall. At its May 12, 2009 meeting, the Technical Review Committee approved the request subject to a Hold Harmless Agreement.

Environmental Review:

In accordance with the State Environmental Policy Act (SEPA), the following environmental checklists were reviewed and processed:

1. SEPA Checklist – Conditional Use Permit #1-09 by Colville School District for portable classroom at Hofstetter School, 640 N. Hofstetter St. (July 2009)
2. SEPA Checklist – Conditional Use Permit #2-09 by Colville School District for portable classroom at Fort Colville School, 1212 E. Ivy Ave. (July 2009)
3. SEPA Checklist – Conditional Use Permit #3-09 by Lifeline Ministries to allow a church to use the north section of the AmericanWest Bank building at 621 S. Main, Suite B. (October 2009)
4. SEPA Checklist – 2009 CFP Update by the City of Colville. (October 2009)

ANNEXATION

- **Mark Beardslee** – At its March 3, 2009 meeting, the Technical Review Committee considered a Notice of Intent to annex 25.07 acres, located east of Pheasant Ridge Estates, which was annexed in 2007. A Petition for Annexation was reviewed by the Technical Review Committee on March 31, 2009 and forwarded to the City Council for action. At its April 28, 2009 meeting, the City Council passed Ordinance No. 1420 N.S. annexing the subject property.
- **Avista Corp.** – At its May 26, 2009 meeting, the Technical Review Committee discussed the potential annexation of 10 acres northeast of the airport adjacent to DeGrief Road. Options to achieve connectivity and extension of city services were discussed. Avista presented a request to extend utilities to property outside the city limits at the City Council meetings of June 9 and June 30, 2009. The City Council authorized Avista to proceed with the sewer line extension and move towards the initiation of the annexation including the north/south section of DeGrief Road, the Grange property, the Hawkins property. Hookup to City services to be allowed upon annexation. A formal Intent to Annex was submitted on August 11, 2009. At its August 25, 2009 meeting, the City Council accepted the Notice of Intent. A Petition to Annex was submitted on October 13, 2009. The Technical Review Committee met on numerous occasions with the applicants regarding potential conditions of annexation. Pending additional information, a public hearing will be scheduled for final action.

DEVELOPMENT AND PLAN REVIEW

Subdivision Applications:

- **Short Plat #1-06** – by the Nichols Family Trust. On February 2, 2006, an application for the division of one parcel into four lots was submitted, pertaining to property located on S. Washington Street, in the LI (Light Industrial) District. The Technical Review Committee reviewed the proposal and made some recommendations. The final plat was reviewed and approved by the Technical Review Committee on March 31, 2009 and filed with Stevens County on July 16, 2009.

- **Sketch Plat** – by Alan Gorst for Hansen. Proposal to divide one parcel into four residential lots, in the R-1-S (Single Family Suburban) District. The subject property is located on S. Madison Street. At its March 3, 2009 meeting, the Technical Review Committee reviewed the sketch plat for compliance with development standards. No further action has been taken.
- **Short Plat #1-09** – by First Congregational Church. Proposal to divide one parcel into two lots, in the R-2 (Multi-Family Residential) District. The subject property is located at 2nd & Maple Streets. Following review and approval, the final plat was filed with Stevens County on February 25, 2009.
- **Short Plat #2-09** – by Jim & Susan Witham. Proposal to divide one parcel into two lots, in the R-1 (Single Family Residential) District. The subject property is located at 860 E. Columbia Avenue. Following review and approval, the final plat was filed with Stevens County on March 12, 2009.
- **Short Plat #3-09** – by Michael Mattingly. Proposal to divide one parcel into two lots, in the R-1 (Single Family Residential) District. The subject is located at Jefferson & Alder Streets. Following review and approval, the final plat was filed with Stevens County on May 19, 2009.
- **Short Plat #4-09** – by David & Margaret Smith. Proposal to divide one parcel into two lots, in the R-1 (Single Family Residential) District. The subject property is located at Crestview Drive & Forest Avenue. Following review and approval, the final plat was filed with Stevens County on April 29, 2009.
- **Boundary Line Adjustment #1-09** – by BLF Investments LLC. Proposal to adjust boundary line by dividing Lot 5 in half in order to sell the north ½ together with Lot 4 to the Senior Center Foundation. The subject property is located in the C-3 (General Commercial) District. Following review and approval, the record of survey was filed with Stevens County on July 1, 2009.
- **Boundary Line Adjustment #2-09** – by City of Colville/Big R. Proposal to adjust the boundary of a parcel approximately 200' x 400' with the adjacent property owned by Big R (purchaser). The property is located on S. Main Street in the C-3 (General Commercial) District. Following review and approval, the record of survey was filed with Stevens County on July 2, 2009.

Applications:

- **Conditional Use Permit #1-09** Applicant: Colville School District #115
Location: 640 N. Hofstetter Street
District: R-1 (Single Family Residential)
Request: To allow for the placement of a 28' x 32' portable classroom at Hofstetter School
Action: Approved by the Board of Adjustment on July 20, 2009
- **Conditional Use Permit #2-09** Applicant: Colville School District #115
Location: 1212 E. Ivy Avenue
District: R-1 (Single Family Residential)
Request: To allow for the placement of a 28' x 64' portable classroom at Fort Colville School
Action: Approved by the Board of Adjustment on July 20, 2009

- **Conditional Use Permit #3-09** Applicant: Lifeline Ministries
Location: 621 S. Main Street, Suite B
District: C-3 (General Commercial)
Request: To allow for a church to utilize the north section of the AmericanWest Bank building
Action: Approved by the Board of Adjustment on December 22, 2009
- **Variance #1-09** Applicant: John & Julie Kaschmitter
Location: Crestview Drive
District: R-1 (Single Family Residential)
Request: To vary 20 feet from the 20 foot required front yard setback
Action: 10 foot front yard setback approved by the Board of Adjustment on August 24, 2009

Development Proposals:

- **Beardslee Preliminary Long Plat #1-07 (Pheasant Ridge Estates)** -- Staff continues to work with the developer to meet the requirements of preliminary plat approval. Utilities were installed and streets constructed to serve the proposed 50-lot residential subdivision. Final plat approval is contingent upon required street repairs or the posting of a bond. In April 2009, a proposed long plat was submitted for preliminary review and a Determination of Incompleteness was issued. Upon receipt of the final plat application and the filing fee, a Determination of Completeness was issued on December 23, 2009. Final action is pending.
- **Colville Meadows Apartments** -- Multi-family housing project in the Hudesman Commercial Park. The 15-unit project for chronically mentally ill individuals is being constructed by Spokane Mental Health. A building permit was issued on April 22, 2009. Anticipated completion of the project is spring 2010.
- **Duplex Housing by Habitat for Humanity** -- A conceptual proposal for duplex housing was reviewed and discussed by the Technical Review Committee at its March 31, 2009 meeting. The proposal to construct four duplexes pertains to property located on N. Railroad Street, in the C-3 (General Commercial) District. No further action has been taken.
- **Dog Facility** -- At its June 30, 2009 meeting the Council awarded the bid for the construction of the new dog facility. A building permit was issued on July 15, 2009. An Open House was held on November 16th. Final completion of the facility was achieved on December 9, 2009.

INSPECTION & CODE ENFORCEMENT

- **Building Codes** -- Through enforcement of the building codes, the City Building Official/Inspector review projects for compliance, issues permits, and provides requested inspections.
- **Nuisance Ordinance** -- Per the Nuisance Ordinance, the Assistant Planner investigates citizen complaints regarding overgrown vegetation and junk/debris on private property. To date, numerous complaints have been investigated and property owners and tenants were contacted regarding abatement. Citations were issued when necessary.

COMMITTEE MANAGEMENT & PARTICIPATION

- **Colville Planning Commission** -- The Planning Commission meets regularly to assist in the preparation, revision and implementation of the Comprehensive Plan and development regulations. This citizen's advisory body holds hearings and makes recommendations to the City Council. The Department provides technical and clerical support to the Commission.

- **Zoning Board of Adjustment** -- The Zoning Board of Adjustment meets on an as-needed basis to consider conditional use permit and variance applications. The Department provides technical and clerical support to the Board.
- **Small Cities Consortium** -- The Consortium meets on an as-needed basis to consider common issues and share information. The Department provides clerical support to the Consortium.
- **Technical Review Committee** -- As members of the Technical Review Committee, Department staff participates in weekly meetings with the City Engineer, Water/Sewer Superintendent, Street Superintendent, and other City staff, as necessary, to review and discuss development issues, major projects, and policies. Jim Lapinski serves as Chairman and the Department provides clerical support to the committee.
- **Historic Preservation Committee** -- The Historic Preservation Committee meets on a monthly basis. The Planning Director and Assistant Planner assist the HPC in implementing its goals and objectives. On March 31, 2009, the City Council passed Ordinance No. 1418 NS, creating the Historic Preservation Commission, however final approval from the Department of Archaeology & Historic Preservation is pending. The HPC continues to administer the on-going historic plaque program. Members and staff participated in the annual Rendezvous Days event on July 31-Aug. 2. The Building & Planning Department provides clerical support to the committee.
- **Water Resource Inventory Area (WRIA)** -- As one of the Initiating Governments, the Planning Director represents Colville in the Colville River Watershed Planning Project and attends meetings. Following a series of public hearings both by initiating governments and Stevens County, the WRIA 59 Plan was adopted. The implementation phase is proceeding.
- **Regional Transportation Planning Organization (RTPO)** -- The Planning Director represents Colville on the NEW RTPO Technical Advisory Committee and attends meetings as necessary.
- **Inland Northwest Chapter International Code Council (ICC)** -- Robert Cleaver serves as a member. ICC, the world's leading building safety organization, strives to accomplish its objectives to protect the public by building better and safer communities. ICC member benefits include expert code support services, opinions or technical assistance; educational programs for professional development; career enhancement opportunities; and special discounts on codes, technical publications, seminars, plan reviews, educational materials, and other products and services.

PERSONNEL - EDUCATION, TRAINING & MANAGEMENT

Robert A. Cleaver, Building Official/Inspector:

- ICC Quarterly Meeting, March 26, 2009, Spokane, WA.
- ICC Quarterly Meeting, Aug. 20-21, Cheney, WA.
- ICC Building Officials Short Course, Oct. 26-28, Spokane, WA.

Melinda Lee, Assistant Planner

- APA Inland Empire Section, Annual Conference, June 4-5, 2009, Priest Lake, ID.

2009 BUILDING CONSTRUCTION ACTIVITY

| | Permits Issued | Construction Value | Total Fees |
|------------------|----------------|-----------------------|--------------------|
| • Building | | | |
| <i>January</i> | 3 | \$590,000.00 | \$5,701.36 |
| <i>February</i> | 7 | 153,965.68 | 1,510.75 |
| <i>March</i> | 7 | 71,000.00 | 1,493.81 |
| <i>April</i> | 12 | 1,655,580.17 | 11,471.05 |
| <i>May</i> | 15 | 172,680.00 | 3,462.72 |
| <i>June</i> | 9 | 63,906.50 | 1,099.25 |
| <i>July</i> | 10 | 424,164.71 | 4,850.14 |
| <i>August</i> | 22 | 1,239,367.60 | 12,721.14 |
| <i>September</i> | 20 | 416,701.54 | 4,709.75 |
| <i>October</i> | 14 | 173,569.95 | 3,161.30 |
| <i>November</i> | 5 | 113,822.11 | 1,878.59 |
| <i>December</i> | 2 | 14,200.00 | 367.46 |
| | | | |
| SUBTOTAL | 126 | \$5,088,958.26 | \$52,427.32 |
| | | | |
| • Plumbing | 20 | N/A | \$1,815.00 |
| • Mechanical | 73 | N/A | 3,126.75 |
| • Sign | 28 | N/A | 421.06 |
| | | | |
| TOTAL | 247 | \$5,088,958.26 | \$57,790.13 |

SUMMARY OF CONSTRUCTION

| New Residential Construction: | Valuation |
|---|-----------------------|
| 15-Unit Apts. – 232 Hudesman Lane (Spokane Mental Health) | \$1,299,200.00 |
| Single Family Dwelling – 2280 White Tail Way (Haney) | 405,000.00 |
| Single Family Dwelling – 103 Crestview Dr. (Smith) | 200,000.00 |
| | |
| TOTAL | \$1,904,200.00 |

| New Non-Residential Construction: | Valuation |
|--|-----------------------|
| Dialysis Center – Tenant Improvement | \$575,000.00 |
| Commercial Storage | 50,000.00 |
| Retaining Wall | 7,000.00 |
| Picnic Shelter – Yep Kanum Park | 32,000.00 |
| Martial Arts Building (Puett) | 40,000.00 |
| Restroom Facilities (2) – Yep Kanum Park | 200,000.00 |
| Animal Shelter | 266,914.71 |
| Portable Classrooms (2) | 160,585.00 |
| Eye Clinic (Holling) | 345,969.60 |
| Covered Play Area – Hofstetter School | 45,000.00 |
| | |
| TOTAL | \$1,722,469.31 |

| Miscellaneous: | Valuation |
|-----------------------|-----------------------|
| Additions/Remodels | \$647,166.79 |
| Roofing/Siding | 677,741.99 |
| Garage/Carport | 117,380.17 |
| Storage | 20,000.00 |
| | |
| TOTAL | \$1,462,288.95 |

| Demolitions: | |
|--|------------------------------------|
| 164 N. Main – Office Building | 695 N. Highway – 1-Apt. Unit |
| 860 E. 2 nd – Underground Fuel Tank | 750 N. Highway – Fuel tanks/Canopy |
| 490 W. 2 nd – Commercial Storage | 902 N. Maple – Oil Tank |
| 271 S. Walnut – Apartment House (5-units) | |

2009 – OTHER REVENUE

| Description | YTD Receipts |
|-------------------------------------|---------------------|
| | |
| RIGHT-OF-WAY ENCROACHMENT | \$200 |
| CODE & COMPREHENSIVE PLAN BOOKS | |
| SALE OF MAPS & PUBLICATIONS | |
| PROTECTIVE INSPECTIONS | \$100 |
| PETITION TO VACATE | |
| ANNEXATION | \$400 |
| ZONING/COMPREHENSIVE PLAN AMENDMENT | |
| VARIANCE | \$175 |
| LONG PLAT | \$900 |
| SHORT PLAT | \$800 |
| BOUNDARY LINE ADJUSTMENT | \$100 |
| SIDEWALK VARIANCE | |
| CONDITIONAL USE PERMIT | \$600 |
| TEMPORARY USE PERMIT | |
| SEPA CHECKLIST | \$300 |
| SEPA – NON-PROJECT ACTION | |
| SITE PLAN REVIEW | |
| | |
| TOTAL | \$3,575 |