

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
AUGUST 8, 2022, 7 P.M.**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:04 p.m.

**ROLL CALL**

Members in attendance included Larry Kulesza, Jody Emra and Nick Gourlie.

**STAFF**

Staff in attendance included Councilman Mike Weatherman, Kathi Merrill and Aaron Quinn, SCJ

**GUESTS**

Brenda Whitehoun  
Tony Farnam  
Jim Geisler  
Nicole Wells  
Nick Bradeen  
Jason Newton

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF JULY 11<sup>th</sup> MINUTES**

Planning Commission Member Nick Gourlie motioned to accept the minutes from July 11<sup>th</sup>. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

**NEW BUSINESS**

**JAMES GEISLER – KALMIA DUPLEX**

Mr. Geisler stated he would like to build a duplex on the lot next to 925 Kalmia like the one on 6<sup>th</sup> Street across from City Hall. He stated the lot is 104' x 75' without the Alley.

Planning Commission Chair Jody Emra stated he would need to talk to the City as they are working on changing zoning trying to make zones more flexible

Planning Commission Member Larry Kulesza stated he took a look at the lot and under the current zoning a duplex is not allowed. Mr. Geisler would need to request a zoning change.

Mr. Geisler stated the duplex would be for personal use. He and his wife would occupy one side and their daughter would occupy the other side. Once they pass their daughter could rent out the other side.

Planning Commission Member Larry Kulesza stated the City is trying to avoid spot zoning. A Conditional Use permit is possible with a Type II process. Larry told Mr. Geisler he will get back to him after he does a bit of research.

Mr. Quinn asked if and ADU (Accessory Dwelling Unit) could be an option?

Planning Commission Member Larry Kulesza stated each side of the Duplex should be a minimum of 600 sf. Easiest way is a Condition Use Permit.

Planning Commission Member Nick Gourlie stated currently a Duplex is its own zone. The Planning Commission is working on trying to fix the zoning.

Planning Commission Member Larry Kulesza told Mr. Geisler he would print out some information and get it to Mr. Geisler this week.

Mr. Quinn asked if there was a maximum size?

Planning Commission Member Nick Gourlie stated yes but it depends on the size of the lot.

Mr. Quinn asked if there was a maximum size for an ADU?

Planning Commission Member Larry Kulesza stated he wasn't sure but it would be less expensive to build a duplex. Larry told Mr. Geisler the Planning Commission would work on what to do to help him get the duplex approved or look at options.

### **NEWTEC – PREAPPLICATION CONFERENCE**

Jason Newton of NewTec asked what would be required? He stated it would be about 10 months before the building package could be delivered.

Planning Commission Member Larry Kulesza stated the property is currently zoned C3. The City has never dealt with a C3 zoning before. In Title 17 there is no description of the process. He will have to do some research. He will get information this week. The process could be similar to the BSP (Binding Site Plan). The process will be reviewed by the Planning Commission. A Building Permit will need to be completed with City Building Inspector Dave Willey. Road Development Standards must be met.

Jason Newton asked about storm water and septic. He stated he would submit a preliminary site plan with a building permit application.

Planning Commission Member Larry Kulesza stated the link to the Storm Water information was about 1,100 pages. The Storm Water must be addressed and designed by a professional. There are no critical areas for this site.

Jason Newton said the first building would have about 3 tenants. Would that be a problem?

Planning Commission Member Larry Kulesza stated the Developmental Regulations are not specific for this project.

Jason Newton asked about city sewer being extended to the property?

Planning Commission Member Larry Kulesza stated the City Building Inspector Dave Willey has ideas for an extension. Its part of the Developmental Plan and part of the Economic Development plan in the Comprehensive Plan.

### **STEVENS COUNTY PLANNING MEETING JULY 21, 2022**

Planning Commission Member Larry Kulesza stated Mayor Garrett got the minutes and handouts from the meeting. The Stevens County Planning Commission received our request to keep the Fire Department signatures on building applications. The Fire Marshalls will be involved in the process. The SCPC sent their recommendations to the County Commissioners. Larry also stated Ben Hendrickson's application to get into the UGA was passed and being forwarded to the County Commissioners to vote on.

Planning Commission Member Nick Gourlie asked is there was anything on the east side of the UGA discussed?

Planning Commission Member Larry Kulesza stated it was not addressed at this meeting but will be in the future. Still working on it.

### **OLD BUSINESS**

### **HAPI GRANT UPDATE**

Mr. Aaron Qualls (covering for Alicia) stated the first public meeting was held today prior to the Planning Commission meeting. They are assessing the data and getting community input. Just getting started. There are access challenges and UGA swaps. Still in the intake mode. The survey is on the City's web page and he encouraged everyone in attendance of the public meeting to take the survey. It's all about collecting data for the Action Plan.

Jason Newton asked if there would be a report?

Mr. Quinn stated there would be a draft and then a final report. This report would set up the City for future grants.

Planning Commission Member Larry Kulesza stated the Planning Commission is working on revisions of the Title 17 document. The second Housing grant can fund these changes. Changes are done by Ordinance and several items could be bundled into one Ordinance.

### **PARKS AND RECREATION UPDATE**

Planning Commission Member Nick Gourlie stated he put the main amendments on the front page of the revised document. It looks more like the other city documents. He reorganized the information and it's now more user friendly too. He will give it to the City Superintendent, Dave Willey, for his input. Public feedback will be collected for the final revision.

Planning Commission Chair Jody Emra stated something could be sent out with the monthly billing but an Open House would be better.

Mr. Quinn asked if Pickle Ball was new?

Planning Commission Member Nick Gourlie stated he added a line item for pickle ball.

Planning Commission Member Larry Kulesza stated the Pickle Ball group gave the community an overview of the game last Saturday. The group has contacted a contractor about getting bids for refinishing the existing tennis courts.

Planning Commission Chair Jody Emra stated the group gave an estimate at the last meeting of between \$15,000 and \$20,000.

Planning Commission Member Larry Kulesza stated ADA needs to be included too.

### **TITLE 17 UPDATE ORDINANCE PATCH**

Planning Commission Member Larry Kulesza stated the Planning Commission needs to look at the language in Title 17 and pick what should be addressed first. The Conditional Use Permit is something to address now. He will keep the group updated.

### **MUSIC EQUIPMENT TRAILER UPDATE**

Planning Commission Member Larry Kulesza stated the City cut a check and the purchase is now complete. The registration is next. The trailer will be stored somewhere.

On another note Youth Baseball is being organized by the Kettle Falls Baseball Club and it is for little league aged youth and games will be at the Happy Dell Park field. Paul is the organizer.

### **HOMEWORK**

Planning Commission Members to update Parks Plan.

Planning Commission Member Larry Kulesza will do research on Mr. Geislars request and NewTec's inquiry.

### **PUBLIC COMMENT**

Tony Farnam asked about Panarama RV Park.

Planning Commission Member Larry Kulesza stated the situation has been sent to the City Attorney to address. Larry told Mr. Farnam he would get the information to him once it has been received back from the Attorney. A variance can be permanently attached to the property. The Ordinance states the RV park can be allowed to operate year-round. Panarama RV Park has been in business 10-12 years.

Mr. Farnam asked if he needed a variance or conditional use permit?

Planning Commission Member Larry Kulesza stated "yes" and the Planning Commission will do what they can to make it happen.

### **ADJOURNMENT**

Planning Commission Chairperson Jody Emra adjourned the meeting at 8:05 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk