

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 19, 2022, 7 P.M.**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 7:02 p.m. Planning Commission Member Nick Gourlie lead everyone in the Pledge of Allegiance.

ROLL CALL

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

STAFF

Staff in attendance included Councilman Mike Weatherman, Christopher Shurrum, Kathi Merrill and Aaron Quinn, SCJ (via phone)

GUESTS

Pickleball Group: Evelyn Kowitz, Kathy Ballew, Janice Berube and Lisa Wolfe

ANNOUNCEMENTS AND MAIL RECEIVED

Planning Commission Chair Jody Emra shared a letter from Rita Brown of NE Washington Association of Realtors along with a booklet called Common Ground Magazine to serve as a resource for reference in making decision that enhance the quality of life for residents of Kettle Falls.

MEETING MINUTES

REGULAR MINUTES OF AUGUST 8th MINUTES

Planning Commission Member Nick Gourlie motioned to accept the minutes with corrections from August 8th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

NEW BUSINESS

PICKLEBALL LADIES GROUP

Evelyn Kowitz stated the group collected estimates for costs associated with constructing pickleball courts within the tennis courts at Happy Dell Park. The group is looking for financial assistance with the costs. They have received \$1,450 so far in donations. They will be using the 501(c)(3) of the Friends of the Pool to hold the funds. Evelyn stated the

school has agreed to purchase new nets for the tennis courts. Starting in October area food vendors will be offering “pickle” items on their menus and donating a portion of those funds to the Pickleball Group. They have also set up donation jars around Kettle Falls and Colville.

Planning Commission Member Larry Kulesza stated as of last year the school stated they would not cover any costs for nets.

Planning Commission Chair Jody Emra asked what the “Mobilization Fee” was for?”

Planning Commission Member Larry Kulesza stated that is a travel fee for the contractor.

Evelyn Kowitz showed pictures of how tennis courts are used to double as pickleball courts. The pickleball courts will have different color lines from the tennis court lines.

Commission Member Nick Gourlie asked how the lock box would be accessed?

Evelyn Kowitz stated it could have a daily combination and people would call in to access.

Planning Commission Member Larry Kulesza stated the Lockbox is similar to a job box. It’s roughly 2’ x 2’ x4’. It can be purchased for less than what is stated on the estimate. Larry also stated changing the combinations daily could be a pain.

Evelyn Kowitz stated the group is waiting for City Superintendent Dave Willey to take a look at the courts to help identify what work needs to be done.

Planning Commission Chair Jody Emra asked if padlocks could be used? A lock box similar to what realtors use could be an option also.

Planning Commission Member Nick Gourlie stated a QR code scanner could be an option also.

Evelyn Kowitz stated Pickleball is an activity taking place everywhere. She is concerned about vandalism of the storage box. Evelyn stated she will bring in an article on Pickleball for the group. She stated Loon Lake is adding a pickleball court and their Library checks out the equipment.

Planning Commission Member Larry Kulesza asked what all goes in the box?

Evelyn Kowitz stated people usually bring their own paddles and balls.

Planning Commission Member Larry Kulesza stated a review is needed to identify what is to be stored in the box and if a 2x2x4 box will hold everything.

Planning Commission Chair Jody Emra asked if the box would be easy to steal?

Planning Commission Member Larry Kulesza stated the box could be stored in a corner on a slab with fencing around it. Larry also stated there needs to be ADA access to the courts. A ramp and gate are not listed on the estimate. The City Superintendent could help identify what is needed and what costs the City could cover.

Evelyn Kowitz stated she thought the contractor would do the ADA requirements.

Planning Commission Member Larry Kulesza stated he did not see ADA items in the estimate.

Evelyn Kowitz stated they are working with a contractor to get things done by next year.

Planning Commission Member Larry Kulesza stated it takes time to get things done. It may not happen in 2023.

Evelyn Kowitz stated they just need guidance to get it done.

Planning Commission Member Larry Kulesza stated the City has a list of things to get done. We are looking at the budget for next year. The sports box and net might be possible to fund with current funds.

Evelyn Kowitz stated they need nets.

Planning Commission Member Larry Kulesza stated the fence needs to be replaced. When that happens could it include a pad for the box? Larry stated he is going to inquire about rolling over the funds each year.

Evelyn Kowitz asked what do they need to do now?

Planning Commission Member Larry Kulesza stated to just keep doing what they are currently doing gathering information and getting donations. Larry stated he will talk with City Superintendent Dave Willey about the concrete.

PARKS & REC BUDGET

Planning Commission Chair Jody Emra asked if the budget document handed out was what was presented to City Council? Are we going over each item? Lets look at the Park Capital Outlay.

Planning Commission Member Larry Kulesza stated there is nothing rec related, more maintenance related.

Planning Commission Chair Jody Emra asked if he was looking at funds out of the \$7k for the fencing?

Planning Commission Member Larry Kulesza stated while the fencing is being done it might be possible to do the pad for the sports box and gate.

Planning Commission Chair Jody Emra stated she did not see fencing in the photos for the box.

Planning Commission Member Larry Kulesza stated there needs to be a secure area for the box. More security is needed in Happy Dell Park. A fence can deter those looking to steal stuff with a gate and fencing.

Planning Commission Chair Jody Emra asked if there was currently a gate?

Planning Commission Member Larry Kulesza stated there was not but it could be added with a pad.

Planning Commission Chair Jody Emra stated there is nothing in the budget for this.

Planning Commission Member Larry Kulesza stated the Planning Commission started with a budget this year of \$3,000. The music trailer was allotted \$650. Not sure if that much was spent so unsure of what's left. The nets cost \$800 and the sports box can be purchased for a lot less than the \$1,000 stated on the estimate. Could probably find one for around \$500. Larry stated he would like to request another \$3,000 for next year's budget and ask to be able to roll over any leftover annual funds.

Planning Commission Member Nick Gourlie stated he would like to wait on making any decisions until we find out if we can get more money and do the rollover.

Planning Commission Member Larry Kulesza stated the nets could be used now.

Planning Commission Chair Jody Emra stated we need to find out more information. She said she would like to wait and see what further information is gathered.

Planning Commission Member Larry Kulesza stated the Planning Commission group needs to look at big projects and little projects.

Planning Commission Member Nick Gourlie stated he would like to know more about the sports box and security before making any commitment

OLD BUSINESS

HAPI GRANT UPDATE

Mr. Aaron Qualls (SCJ) stated there is a handout that was sent out for the group to review prior to the meeting. He reviewed the data and stated Kettle Falls has a lack of builders/developers. Home prices and rent in Kettle Falls has increased considerably. Half of the houses in Kettle Falls are low income. There are code limitations. This is an aging

community. There are a lot of old homes here. There is about 70% Single Family Residences. Need to get stakeholders together and establish goals and objectives.

Planning Commission Member Nick Gourlie asked if data from the August workshop would be used?

Mr. Quinn stated the feedback from that meeting would be used.

Planning Commission Member Larry Kulesza asked what's next?

Mr. Aaron Qualls stated the stakeholder committee would establish an Action Plan. After that is completed Kettle Falls would have to decide if they wanted to apply for the implementation grant. The group would then need to determine what's next. Aaron asked about getting an updated zoning map.

Planning Commission Member Larry Kulesza stated we've been talking about this for a long time and thought SCJ was doing this.

Planning Commission Member Nick Gourlie stated Alicia Ayers said SCJ would do the zoning maps.

Mr. Quinn stated he would talk with Alicia about this.

Planning Commission Member Larry Kulesza stated we could come up with a rough drawing of a zoning map and map all the new properties that have come into the City.

Mr. Quinn stated he will check with Alicia to see if that has been done already and then get back to Larry.

Planning Commission Member Larry Kulesza stated there are impediments on zoning. The Planning Commission has been working on the zoning update. SCJ was working the Title 17.

Planning Commission Member Nick Gourlie stated SCJ was to do an audit on the zoning. There are different requirements by the State than the City. SCJ needs to look at those differences.

Planning Commission Member Larry Kulesza stated we could do a Title 17 Patch. Processes are very obscure. A patch is something we could do now on some of these things.

17 UPDATE ORDINANCE PATCH

Planning Commission Member Larry Kulesza stated there are several matters to discuss. There is a Conditional Use handout for everyone to check out the links on. There are two kinds of Conditional Use Permits, Temporary and Regular. Both require renewal. In MRSC

there is no RCW that requires annual renewal. It states the Conditional Use Permit stays with the property not the owner. Our City Conditional Use Permit requires annual renewal and stays with the property owner. Working on revising an Ordinance this year. It is simpler to do a Conditional Use Permit than a zoning change in Mr. Geisler's case. The Nonconforming Use is to be updated this year too. Panorama RV Park has a nonconforming use permit that needs to be updated. We need to allow Duplexes in SFR zones.

Planning Commission Member Nick Gourlie stated he read the information.

Planning Commission Member Larry Kulesza stated the MRSC handout has a simplified zone code. If it was and Administrative Conditional Use the decision would be done based on Public Notification. If use met the zone code and all conditions were met the Administration could make the decision.

Planning Commission Chair Jody Emra stated she would like to avoid having Conditional Use Permits and Nonconforming Use Permits and just simplify the code. Make it more inclusive and allow more diversity.

Planning Commission Member Larry Kulesza asked if that meant not to do any patches at this time?

Planning Commission Chair Jody Emra stated that the Planning Commission proceed and do patches to address the things we need to do now.

Planning Commission Member Nick Gourlie stated we could do a quick patch now but the zoning still needs to be cleaned up. The Conditional Use Permit needs to be updated.

Planning Commission Chair Jody Emra stated she didn't like to see so many Conditional Use Permits.

Planning Commission Member Nick Gourlie stated we could do them separately or all at once.

Planning Commission Member Larry Kulesza stated he feels it's worth doing a patch now. Panorama needs to be addressed now. He's trying to expedite the process for current issues. It will take two City Council meetings to make the changes.

Planning Commission Member Nick Gourlie stated we need to update the Conditional Use Permit and Nonconforming Permits.

Planning Commission Chair Jody Emra stated to proceed and pursue the changes needed.

Planning Commission Member Larry Kulesza stated there is language to be drafted to change the Ordinance. He will speak to the Clerk/Treasurer, Raena Hallam, about this.

PARKS & REC UPDATE

Planning Commission Member Nick Gourlie stated he will talk to City Superintendent, Dave Willey, about line items in the budget. Need to have a Public Meeting to gather input on what the public thinks we need.

Planning Commission Member Larry Kulesza stated he will get his changes to Nick to revise.

HOMEWORK

Planning Commission Member Larry Kulesza stated he will speak to the Clerk/ Treasurer, Raena Hallam, about the Planning Commission budget and rollover.

PUBLIC COMMENT

None

ADJOURNMENT

Planning Commission Chairperson Jody Emra adjourned the meeting at 8:29 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk