

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
NOVEMBER 14, 2022, 7 P.M.**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 6:59 p.m. Planning Commission Member Larry Kulesza 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, Councilman Christopher Shurrum, Kathi Merrill and Alicia Ayars, SCJ (via phone)

GUESTS

None

ANNOUNCEMENTS AND MAIL RECEIVED

None

MEETING MINUTES

REGULAR MINUTES OF SEPTEMBER 19TH MINUTES

Planning Commission Member Nick Gourlie motioned to accept the minutes from September 14th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

NEW BUSINESS

COUNTY COMP PLAN UPDATE

Planning Commission Member Larry Kulesza stated there was a County Commissioners meeting last Thursday at 3pm. They extended the comment period and held a Public Hearing. The County is now waiting for legal to review an Ordinance for adoption of the Comp Plan as amended by the end of the year.

Planning Commission Member Nick Gourlie asked if the verbiage for the Fire Department signature was approved?

Planning Commission Member Larry Kulesza stated it was approved and details are in process..

PLANNING COMMISSION MEMBERSHIP/INTERNSHIP/PC BYLAW REVIEW

Planning Commission Member Larry Kulesza stated The Bylaws need revisions. Can 18 year olds be on the Planning Commission? They would not vote, just have input. Thinking of Seniors from the High School doing like an internship. They would participate in homework assignments. Ordinance 212 addressing the Bylaws needs to be updated. Can look at updating them at the next meeting.

Planning Commission Chair Jody Emra asked if it was a kind of apprenticeship? They would just be in training at that age.

Planning Commission Member Larry Kulesza stated 18 year olds can join the military and vote. He would like to revise the term of office from 6 years to maybe 3 or 4. Shortening the term would probably be more appealing to community members that may be interested in participating on the Planning Commission.

Planning Commission Chair Jody Emra asked if that would be part of the Bylaw changes?

Planning Commission Member Larry Kulesza stated "yes".

Planning Commission Member Nick Gourlie asked if they had to be a resident and registered voter?

Planning Commission Member Larry Kulesza stated the Bylaws state members must be residents. There was no reference to age. Larry will check with MRSC to see what other cities are doing.

REVIEW WATER RATE STUDY

Planning Commission Member Larry Kulesza stated he shared a handout at the meeting of the Water Rate Study results. Councilman Chris Shurum is part of the Utilities Committee also. There are 10 cities the size of Kettle Falls. The Mayor wanted residential water rates for the 2023 Budget. On page 8 (Larry will email this document to everyone) it shows inflation increase amounts. This study was presented to City Council. There was a Public Meeting at the last meeting. The information presented will be the basis for water rate increases to be introduced at the City Council meeting tomorrow. There is an inflation increase. Out of town water will increase. Sewer charges will also increase. This process will be done annually for Utilities.

Councilman Mike Weatherman asked about inventory?

Planning Commission Larry Kulesza stated “yes”. City Superintendent Dave Willey is onboard and is currently mapping the meters and water lines. The City has the correct billing software in place. On the chart in the handout that was shared with the Commission it can't separate in town from out of town water. With the current software, a citizen can get their average usage for the last 3 years. After new hook ups there will be more out of town than in. In Phase III there will be a connection fee for materials and man hours and a Capitol Facilities Charge to buy in to the system. This is on next years City Council agenda. As far as the UGA, the County and the Kettle Falls Mayor and Clerk are to set up a meeting with the County Planning Commissioners.

OLD BUSINESS

HAPI GRANT UPDATE

Mrs. Alicia Ayars (SCJ) stated she reviewed the summary. Over 150 people took the survey. The Policy framework of the Comp Plan needs updated. There is a Strategies meeting with Leland coming up.

PARKS AND RECREATION UPDATE

Planning Commission Member Nick Gourlie stated he emailed out an updated version of the Parks and Rec Plan. He sent the Goals and Action Items to the City Superintendent Dave Willey. He will verify what's been done to date. Then do we need a Public Hearing to get this finalized and passed to move forward?

Planning Commission Member Larry Kulesza stated once the Park and Rec plan is approved then next year the City can apply for grant money to fund projects.

Planning Commission Chair Jody Emra stated the Planning Commission needs to get the list ready.

Planning Commission Member Larry Kulesza stated major projects need to be requested and approved. Larry stated he will check with City Superintendent Dave Willey about the list.

TITLE 17 UPDATE

Planning Commission Member Larry Kulesza stated he is working on the Patch. He will have verbiage for the next meeting. The Patch will help Panorama RV Park. He wants to address Non-Conforming and Conditional Use. Language needs to change. We can change the Ordinance. Just have to run it by Public Works, the Police Department and the Fire Department. If no problems this could be an administrative decision. Once the language is changed the Planning Commission can make the recommendation to the City Council. The Conditional Use had 3 classifications: 1) Temporary, 2) Non renewable with stays with the property and 3) the Administrative Review process. We need to establish a

process for the Conditional Use and apply it. Colville is in the process of creating a mixed use district. Kettle Falls will review.

Planning Commission Chair Jody Emra stated we need to change zones with limitations.

Planning Commission Member Larry Kulesza stated Colville had a meeting but he missed it.

Planning Commission Member Nick Gourlie stated we need multi-use and non-nuisance.

Planning Commission Member Larry Kulesza stated we need commercial zones with sub grades.

Planning Commission Chair Jody Emra stated the patches would cover our immediate needs.

Planning Commission Member Larry Kulesza stated Non-Conforming use is OK. City Council can change the Ordinance. Need to clarify things. The variance needs to be more defined.

Planning Commission Member Nick Gourlie stated Manufactured Homes need to have the minimum square footage changed.

Planning Commission Member Larry Kulesza stated after the Action Plan is done and the language is drafted we can do more about zoning. Don't want spot zoning.

Planning Commission Chair Jody Emra stated cutting the square footage down to 800 sf doesn't address the definition for Manufactured Homes.

Planning Commission Member Larry Kulesza stated a Manufactured Home has to have 2 sections.

Planning Commission Chair Jody Emra asked about the Title 17 patch, is this necessary?

Planning Commission Member Larry Kulesza state it is the theory of zoning. Why you would have a zone. There needs to be consistency and continuity. We need reasonable expectations. A standard for zoning.

Planning Commission Member Nick Gourlie stated there is no maximum house size. No consistency. A person can't build a small house but they can build a massive house.

Planning Commission Member Larry Kulesza stated the zone code is a philosophy. With the Patch we will be more compliant with ourselves. We are trying to eliminate non-conformity.

Planning Commission Chair Jody Emra stated we just need to address our current issues.

Planning Commission Member Larry Kulesza stated the Manufactured Home size is not consistent with the law.

The Planning Commission budget is now \$5,500 which includes rollover from last year. This budget will be approved tomorrow at the City Council meeting. In the budget, there is \$25K in Capitol Outlay which could cover fencing. There is \$2,500 for 2 benches to be located at the pool after completion. City Council also approved funds for a parks maintenance person.

Planning Commission Member Nick Gourlie stated there are 3 or 4 benches at the splash park that could be refurbished and relocated to the skate park. They are about 12 feet long.

Planning Commission Member Larry Kulesza stated the Pickleball group is being supported by the Rotary. The Rotary will help this group with fundraising.

Planning Commission Member Nick Gourlie asked how much the Pickleball group had raised to date?

Planning Commission Member Larry Kulesza stated they had had donations. They also have pledges for more funds. The City will determine what needs to be done with the surface repair at the tennis courts. Larry stated he has been funded in the budget to continue with the Planning and to be on the Utilities Committee.

HOMEWORK

Planning Commission Member Larry Kulesza stated he will speak to the City Superintendent about the inventory list and language for the patches.

Planning Commission Member Nick Gourlie will work on the Park and Recreation document.

PUBLIC COMMENT

Councilman Chris Shurrum asked about zoning and nuisance properties. Can anything be done about them?

Planning Commission Member Nick Gourlie stated the City does not have a code enforcement person. The Mayor would like to bring one in.

Planning Commission Chair Jody Emra stated there are a lot of nuisance properties near her.

Planning Commission Member Larry Kulesza stated the City is a bit lax on enforcement of nuisance properties. In a right of way the City can do something. Larry will check with MRSC an nuisance properties.

ADJOURNMENT

Planning Commission Chairperson Jody Emra adjourned the meeting at 7:55 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk