**KETTLE FALLS PLANNING COMMISSION**

**MEETING MINUTES**

**JUNE 13, 2022, 7 P.M.**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:00 p.m.

**ROLL CALL**

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

**STAFF**

Staff in attendance included Mayor Jessie Garrett, Councilman Mike Weatherman, Kathi Merrill and Alicia Ayars (via phone).

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF MAY 9th MINUTES**

Planning Commission Member Nick Gourlie motioned to accept the minutes from May 9th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

**NEW BUSINESS**

**PARK AND REC UPDATE**

Planning Commission Member Nick Gourlie stated the document was the same just looking for feedback.

Planning Commission Member Larry Kulesza stated on Page 11, Gibson Field is listed as one of the park areas. Larry is in favor of removing it from the list. Larry asked if there was a property transferred to the City in exchange?

Councilman Mike Weatherman stated the City turned Gibson Field back over to the school but retained the Float Shed.

Planning Commission Member Larry Kulesza stated the school has removed the float shed. The school owns the property Gibson Field is on. Without Gibson Field the City would have 5.8 acres of green space. With the current population the green space should be 9.9 acres. The reason it was left in was to make the numbers for the Comprehensive Plan. This should be addressed and find a way to keep the level of service.

Planning Commission Chair Jody Emra stated without Gibson Field we are below level needed for park lands.

Planning Commission Member Larry Kulesza stated he would like an honest assessment, reality of the situation. It is possible to get grant funds to expand park areas. The list should be revised.

Ms. Alicia Ayars stated research needs to be done. Check resources.

Planning Commission Member Larry Kulesza stated he will check and do some research. There is no other school property on the list.

Planning Commission Chair Jody Emra stated the City of Colville lists school properties on their parks list.

Ms. Alicia Ayars stated Colville has included school property in their parks list.

Planning Commission Member Nick Gourlie stated the High School has property.

Planning Commission Member Larry Kulesza stated the only reason Gibson Field was included was it used to be owned by the School and the City.

Planning Commission Chair Jody Emra asked if a trade was made?

Planning Commission Member Larry Kulesza stated it had something to do with the elementary school. He will look into it and check with Mayor Garrett. On page 8, Visioning Process, part of the Public Participation needs to be documented for grant opportunities. Can be added as an appendix.

Planning Commission Member Nick Gourlie stated there are ways the public can be involved.

Planning Commission Larry Kulesza stated he would like to see the acreage breakdown. Would like to see the Water Park, the Skate Park and Pool areas combined.

Planning Commission Member Nick Gourlie stated on Page 11, the changes will go in the Comprehensive Plan.

Planning Commission Member Larry Kulesza stated in the next update the changes could be make to the list.

Planning Commission Chair Jody Emra stated on Page 12 – 14 list areas together, it’s clear to understand.

Planning Commission Member Larry Kulesza stated it’s easy to understand. Need to codify the Action Plan. Need to come up with a list of expenditures like the details on the pool expenditures.

Planning Commission Chair Jody Emra stated “Good job, Nick!”

Planning Commission Member Nick Gourlie stated with the next changes he will run it by City Superintendent Dave Willey. The Planning Commission might have a meeting to review the short and long term goals.

Councilman Mike Weatherman stated somewhere he saw 6 acres per 1,000 population. Need and Ordinance to set up future developments for more green space.

Planning Commission Member Larry Kulesza stated the Ordinance did not specify what was required of a developer.

Planning Commission Member Nick Gourlie stated it’s part of the Plan Development.

Planning Commission Chair Jody Emra asked if the size of the development determines the amount of green space required? This is not spelled out.

Planning Commission Member Larry Kulesza will look for the Ordinance and share back.

**TITLE 17 UPDATE**

Ms. Alicia Ayars stated they are looking at code updates. They will start with the zoning map and will put together a scope of work. In 2023 larger changes will be done.

Planning Commission Member Larry Kulesza stated he had two Title 17 updates. The second one will have to go through the whole thing. Patches and changes can be done with an Ordinance. We have 6 months to review. In the third phase SCJ is doing a Housing Needs Assessment. The results will influence the zoning. Tabling zoning for now. Will wait until after the interviews and review. We can get grant funds for the needs assessment.

Ms. Alicia Ayars stated the Housing Action Plan will influence the zoning changes.

Planning Commission Member Larry Kulesza stated there will be workshops for the public sometime in August or September.

**BYLAWS REVIEW**

Planning Commission Member Larry Kulesza stated he found one technical detail on the last page. The line on top, “Bylaws Adopted on January 14, 2019” should be struck through. The last line states the last amended date was January 14, 2019. Do not need both on there.

Planning Commission Member Nick Gourlie stated in Article 3 - Purpose, the Municipal Code has a paragraph in it for this.

Planning Commission Member Larry Kulesza stated there should be a link in the Bylaws with a reference to Municipal Code 2.12.

Planning Commission Member Nick Gourlie stated in Article 5, Officers, it outlines duties of the Chair two times. The first one should be taken out and the second one kept under duties.

Planning Commission Member Larry Kulesza stated it repeats in case the Vice Chair takes over.

Planning Commission Member Nick Gourlie stated in Article 8, the Municipal Code is wrong. The code should be 2.12.030 not 2.12.050. In the Municipal Code it clearly states the Planning Commission cannot be paid.

Planning Commission Member Larry Kulesza stated the Ordinance prevents the Planning Commission Members from being paid. The MRSC refers to RCW 36a. It’s a little different as it stated Commission members can be paid for expenditures.

Planning Commission Member Nick Gourlie stated that Commission Members can be reimbursed for expenses not paid a stipend.

Planning Commission Member Larry Kulesza stated City Council can decide if they want to amend the Ordinance.

Planning Commission Member Nick Gourlie stated the Municipal Code gives the Planning Commission power to amend the Bylaws.

**JUNE 23 – STEVENS COUNTY COMP PLAN MEETING**

Planning Commission Member Larry Kulesza stated he was going to attend this meeting in person.

Planning Commission Chair Jody Emra stated the meeting is being held at the Ambulance Building.

Ms. Alicia Ayars stated it is a workshop.

Planning Commission Member Larry Kulesza asked if this was going to be the last workshop?

Ms. Alicia Ayars stated this meeting will tell when and where they are going with this.

Planning Commission Member Larry Kulesza stated this is a Public Hearing and he can submit input. He is hoping this is not the last opportunity. One of the items is the Developmental Regulations #3 – removing the Fire Department sign off. He would like to read the letters so they can go on record at the meeting.

Councilman Mike Weatherman stated Tim Montowski sent the letter to District 1.

Planning Commission Member Larry Kulesza stated he’s hoping more than just Kettle Falls is responding. We need the extra support. On Water issues – he stated there is no follow up on that.

**OLD BUSINESS**

**HAPI GRANT UPDATE**

Ms. Alicia Ayars stated interviews were done in May. SCJ is putting together a report. A Public Participation Summary. They are still determining the date for the workshops. Will probably be in July or August. Aaron Qualls will be covering for Alicia while she is on maternity leave. Next is the Public Workshop.

**CONDITIONAL USE PERMIT**

Planning Commission Member Larry Kulesza stated Conditional Use Permit can be patched to an Ordinance instead of being a separate issue.

Planning Commission Member Nick Gourlie stated we should be tying the process to the plan.

Planning Commission Member Larry Kulesza stated Kettle Falls is the only place to have an annual renewal. Most other cities do once. The Conditional Use Permit should attached to the property not the owner.

Planning Commission Member Nick Gourlie stated the property across the street from the Ranger Station was given a Conditional Use Permit.

Planning Commission Member Larry Kulesza stated that was a temporary Conditional Use Permit. Need to change to keep Conditional Use Permit with the property with no renewal needed.

**STEVENS COUNTY PARK PLAN**

Planning Commission Member Larry Kulesza stated he wants to wait until after the June 23 meeting to discuss.

**HOMEWORK**

Research Gibson Field

June 23 Stevens County Meeting

Planning Commission Member Nick Gourlie will email out an updated Park Plan and changes to the Bylaws.

**PUBLIC COMMENT**

Planning Commission Chair Jody Emra asked about the water meeting, Public Hearing last Tuesday. She asked about Ordinance 1809.

Planning Commission Member Larry Kulesza asked if at the next meeting under New Business the Goals for 2022 can be reviewed to see where we are. See how the Action Plan relates to the Comprehensive Plan. Think about what to do with the $3,000 in the budget. Think about what budget needs will be in the future. Look at the Parks Committee recommendations.

Planning Commission Member Nick Gourlie stated there is a donor that wants to re-do the tennis courts to include lines for Pickle Ball.

Councilman Mike Weatherman stated AARP has grants for recreation.

Planning Commission Member Larry Kulesza stated there are grants for Legacy Events. Department of Commerce has grants for $5 - $35,000 coming out June 1. Grants open on July 1 and close July 31. He talked to Chamber of Commerce about it but they do not have anyone to write grants for them.

**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