

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
JANUARY 9, 2023, 7 P.M.**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 6:56 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 Mayor Jessie Garrett, Councilman Mike Weatherman, Councilman Christopher Shurrum, Clerk/Treasurer Raena Hallam, Kathi Merrill and Alicia Ayars, SCJ (via phone)

GUESTS

Nicole Fandrey

ANNOUNCEMENTS AND MAIL RECEIVED

None

MEETING MINUTES

REGULAR MINUTES OF NOVEMBER 14TH 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

2023 GOALS

Planning Commission Chair Jody Emra stated the handout for the 2023 Goals is a lot. She asked if the group should look at each individual item or group of things?

Ms. Alicia Ayars of SCJ stated the zoning map work is in process. They are looking for incorrectly zoned parcels. They need to identify and correct all the parcels that are incorrect. She is planning to attend the February 13th Planning Commission meeting in

Kettle Falls. The Planning Commission has done great intro work on zoning. Just need to get the strategies for the Housing Action Plan and pick up where Nick has left off and figure out where to go next.

Planning Commission Chair Jody Emra stated under Short Term Goals we have the Bylaws.

Planning Commission Member Larry Kulesza stated he's working on a draft and the RCW's have been referenced. The Ordinance has been updated. Larry stated there is potential to have the length of service changed. There is no age limit stated in the Bylaws. The group had discussed internship. Larry will be setting up a meeting with the Kettle Falls High School Superintendent to discuss internships for High School Students. The current term is 6 years with no term limit. Need to discuss reducing the term to maybe 3 years? The Planning Commission will discuss and make a recommendation to the City Council.

Planning Commission Chair Jody Emra asked if the 6 years is obligatory? At the end of your term are you out?

Mayor Jessie Garrett stated he agrees that the 6 year term may be too long. Maybe a varied commitment. Leave open and flexible. Members can submit letters to continue or resign.

Planning Commission Member Larry Kulesza stated recruitment may be easier with a shorter term option.

Mayor Jessie Garrett stated he supports the internship with High School students.

Planning Commission Member Larry Kulesza stated he will investigate possibilities with the Kettle Falls High School Superintendent.

Planning Commission Chair Jody Emra stated next is the Ordinance Patch for Title 17.

Planning Commission Member Larry Kulesza stated there is the MRSC information, Administrative Conditional Use (Type I), the Planning Commission would be the Administrative Board. The decision would be based on historical use and approval would be needed by the Police Department, the Fire Department and Public Works before a recommendation could be made to the City Council. Then there would be Public Notification and the appeal process and how to deal with Conditional Use in the zoning code. Larry is working on the draft and language changes needed.

Planning Commission Chair Jody Emra stated there is a lot of updating for Title 17. She asked if the group should discuss one at a time or all together?

Ms. Alicia Ayars stated there is a long list of items to update. A code clean up will resolve some of these issues. They need to look at specific codes and make it easier to implement and understand.

Planning Commission Member Larry Kulesza stated under Manufactured Homes, typical sizes are 2 sections measuring 24'x36' which equals 864 sf. The minimum home size requirement in Historic Kettle Falls is 800 sf.

Planning Commission Chair Jody Emra stated she thought the Manufactured Home minimum was 1,000 sf.

Planning Commission Member Nick Gourlie asked if it could be changed to 800 sf? Nick stated the zoning is not consistent.

Planning Commission Member Larry Kulesza stated under MC 17.01.040 the minimum area is 800 sf.

Planning Commission Chair Jody Emra asked if a lot was not in Historic Kettle Falls if the minimum was 1,000 sf?

Ms. Alicia Ayars asked if this discussion could be tabled for now as there is a lot on the agenda still to address.

Planning Commission Chair Jody Emra asked if there was anything specific to address under the Mid to Long Term Goals?

Planning Commission Member Larry Kulesza stated they needed to revisit the Urban Growth area. He stated the Mayor is going to schedule a meeting with Stevens County to address this.

Mayor Jessie Garrett stated he was waiting until after the holidays to schedule the meeting. They will talk to the County Planner about a land swap that will benefit both the City and the County.

Planning Commission Member Larry Kulesza stated he had spoken with the Grandview Inn owner and they want to annex into the City.

Mayor Jessie Garrett stated there is a process. Must get into the UGA first and then apply to annex into the city.

Planning Commission Chair Jody Emra stated under Inventories it states Digital Database? Who does that?

Planning Commission Member Larry Kulesza stated they need to go through the records.

Clerk/Treasurer Raena Hallam stated Kathi has been working on that.

Planning Commission Chair Jody Emra stated for Conditional Uses we need to put it all together.

Planning Commission Member Larry Kulesza stated a Temporary Conditional Use Permit can be given and could become permanent or could do a Variance.

TOP PICKS FROM PLANNING COMMISSION MEMBERS

Planning Commission Chair Jody Emra stated they all looked to be on the same page with Title 17, the UGA and Nuisance properties.

Planning Commission Member Larry Kulesza asked what concerns they had on Nuisance properties?

Planning Commission Chair Jody Emra stated with regards to property, is it financial or physical inability to fix up or clean up property? Are there Grants to help with this sort of thing? Nick mentioned Job Core or High School students helping out. Is there a way for the City to assist an owner of a Nuisance property?

Mayor Jessie Garrett stated the city worked on property on Kalmia to clean up. The City can't infringe on personal rights. Must have the cooperation of the owner. There are fines, liens and money to collect later. The Planning Commission needs to identify a property and work with the owner to find out how to help them. Must follow the Ordinance. Property owner rights supersede City. There must be health and safety issues to address.

Clerk/Treasurer Raena Hallam stated something was put in the newsletter asking owners if they wanted help but the City can't do the work.

Planning Commission Member Nick Gourlie stated imposing fines does not make the nuisance go away. Need Volunteers.

Mayor Jessie Garrett stated they need to enroll in a program to get help.

Clerk/Treasurer Raena Hallam stated the Ordinance talks about how to get an agreement with property owners.

Planning Commission Chair Jody Emra stated they do not want to infringe on property owner rights. There are a few that really need help.

Mayor Jessie Garrett stated a health hazard has to be certified by a Health Inspector.

OLD BUSINESS

HOUSING ACTION PLAN UPDATE

Mrs. Alicia Ayars (SCJ) stated they are in the process of writing the first draft. The draft is due to the Department of Commerce by the end of January. Alicia will bring the draft to the Planning Commission meeting in February.

PARKS AND RECREATION UPDATE

Planning Commission Member Nick Gourlie stated Larry will meet with City Superintendent Dave Willey on this document to see what has been done and what still needs to be done.

Planning Commission Member Larry Kulesza stated once the City Superintendent has looked at the document he will identify who is responsible for what.

Planning Commission Member Nick Gourlie stated before the next meeting once he has the results of the meeting between Larry and the City Superintendent he will finalize it.

Planning Commission Member Larry Kulesza stated he met with Alicia last week. SCJ will finalize the Park and Rec document to expedite. This year, 2023, is the year we need to apply for grants so the pressure is on to get this document done.

TITLE 17 UPDATE

This was discussed earlier in the meeting.

HOMEWORK

Planning Commission Member Larry Kulesza stated he will work on the patches.

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

PUBLIC COMMENT

None

ADJOURNMENT

Planning Commission Chairperson Jody Emra adjourned the meeting at 7:45 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk