

**KETTLE FALLS PLANNING COMMISSION**  
**MEETING MINUTES**  
**MARCH 13, 2023, 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 Jody Emra, Nick Gourlie and Larry Kulesza.

**STAFF**

Staff in attendance included Mayor Jesse Garrett, Councilman Mike Weatherman, Councilman Christopher Shurrum, Clerk/Treasurer Raena Hallam, Kathi Merrill and Alicia Ayars, SCJ (via phone)

**GUESTS**

Meghan Schroeder  
Katy Pike

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF FEBRUARY 13<sup>TH</sup> MINUTES**

Planning Commission Member Nick Gourlie motioned to accept the minutes from February 13th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

**NEW BUSINESS**

**FRIENDS OF THE LIBRARY - FENCE**

Meghan Schroeder presented a presentation board showing the type of fencing the library would like around the back of their building. They would like a tall fence to provide privacy and security of the garden area. The fence would be 8 feet tall with the bottom 6 foot being a wood type fence with 2 feet of lattice on top. There would be locking gates with a push bar on the inside of the fenced area. The Library provided an engineered plan detailing the fenced area. They have also received letters of recommendation and the property owner of the house behind the Library also approves. They are also working on security lighting and a security system.

Katy Pike, Librarian, stated they are working on obtaining bids for the lighting.

Planning Commission Chair Jody Emra asked if the plan was for outdoor space to utilize by Library patrons? She asked if they were requesting a variance for the fence?

Meghan Schroeder stated the space would be used for program opportunities, reading space and a gathering space.

Katy Pike, Librarian, stated they would rent out the space when completed. She stated there is already a policy in place for renting out space at the Library.

Planning Commission Chair Jody Emra asked if the space could be accessed from the outside?

Katy Pike, Librarian, stated "no". It could be accessed from the Community Room.

Clerk/Treasurer Raena Hallam stated Meghan attended a City Council meeting in February and asked for the Variance. The Department Heads were at this meeting and gave their approval for the project. The code currently prohibits fencing over 6 feet tall. The Planning Commission can approve the request. Larry is researching the process they would need to follow.

Planning Commission Chair Jody Emra asked why the fence needed to be 8 feet tall?

Meghan Schroeder stated it would be for privacy purposes for both the Library patrons as well as the neighbor. With a 6 foot fence you can still see over the fence into the neighbors windows.

Planning Commission Vice Chair Nick Gourlie stated Title 17 says screening is ok.

Planning Commission Member Larry Kulesza stated as Planner for the City, his preliminary findings were there are no 8 foot fences in the area. Do not want to set a precedence for other home owners. In KFMC 17.05.050 Amendments, the Planning Commission could issue an amendment and send findings to the City Council to amend the Ordinance on fencing. He stated the Ordinance could be changed for unique situations. This would require a public hearing and recommendations from the Planning Commission. He would like to see fencing for Commercial and Industrial areas be up to 8 foot.

Katy Pike, Librarian, asked if some type of Art alternative would be possible for the top part of the fence over the 6 foot fencing?

Clerk/Treasurer Raena Hallam stated the City has had residents ask for taller fencing. Commercial and Industrial properties could be different.

Planning Commission Member Larry Kulesza stated under Landscaping, screening can include shrubs. They are still working on making changes to Title 17.

Mrs. Alicia Ayars stated there currently are no fences allowed over 6 feet tall. It would need to be a case by case determination. Art Work maybe allowed. Need to look at the crime report for the area.

Katy Pike, Librarian, stated the taller fence would prevent fence jumping and provide more security for the Library building. Katy stated they are working on a security camera system. Currently they have lighting all the way around the building as it is a public property.

Planning Commission Member Larry Kulesza stated under KFMC 17.03.022 Landscape Screening it stated under *A. Screening shall provide a filtered, but not blocked view and may be provided by existing vegetation, landscaped areas, including the use of hedges, berms, fencing or a combination thereof. The use of vegetation (trees and columnar shrubs) is encouraged.*

Larry will amend his finding of fact sheet.

Mrs. Alicia Ayars stated that would work.

Planning Commission Chair Jody Emra stated it would work for spaces between Commercial and Residential properties.

Planning Commission Member Larry Kulesza stated they are working on patches to Title 17. With an Administrative Conditional Use Permit the Planning Commission can approve requests. Larry motioned for the Planning Commission to approve KFMC 17.03.022 for fences with 2 foot lattice to separate properties where there are Commercial next to Residential properties. The Planning Commission recommends to City Council and Public Works to approve the application from the Library..... discussion ensues and the group decided to cancel motion.

Planning Commission Member Larry Kulesza stated since the Library has come to the Planning Commission to approve their request. The Library would need to obtain a Building Permit to proceed.

Mayor Jesse Garrett stated with a motion by the Planning Commission to approve the fence, as it's not necessary for the City Council to approve.

Planning Commission Vice Chair Nick Gourlie stated a new motion was needed.

Planning Commission Member Larry Kulesza made a motion to approve the installation of the fence with screening identified in the presentation by the Friends of the Library, using as reference KFMC 17.03.020

Planning Commission Vice Chair Nick Gourlie seconded the motion.

Planning Commission Member Larry Kulesza – YES, Planning Commission Vice Chair Nick Gourlie – YES. All in favor, motion passed.

Planning Commission Chair Jody Emra stated the Planning Commission has approved the request by the Library for the fence. The Library now needs to apply for a building permit.

Mayor Jesse Garrett stated the Ordinance needs to be amended to allow for site plan variance between Commercial/Industrial and residential properties.

Planning Commission Vice Chair Nick Gourlie stated under KFMC 17.03.022 Landscaping, it talks about that.

Mayor Jesse Garrett stated Commercial and Industrial properties can request an Ordinance change if needed.

Councilman Chris Shurrum asked why 6-foot limit?

Mayor Jesse Garrett stated it is a standard size according to our codes.

Planning Commission Member Larry Kulesza stated with 8 foot fencing it would create compounds.

### **STATUS UPDATE PARKS PLAN**

Planning Commission Vice Chair Nick Gourlie stated he sent out Version 8 of the Parks Plan to all members. He stated it might be final. On page 10 the grid was restyled. The Meyers Falls property will have to seek grant funds to do some of the work needed. Ben will determine the projects to be done. Elaine Crandall of the Community Garden stated she needs volunteers to help out. There are problems with vandalism and people just plant their boxes and leave the watering and maintenance to others until harvest time.

Planning Commission Chair Jody Emra stated the Community Gardens needs help from the Community members.

Planning Commission Vice Chair Nick Gourlie stated the garden has problems. The City provides a port-a-potty and security. It is a public space and so it has bylaws.

Planning Commission Member Larry Kulesza stated the next step is for Nick to send the document to Alicia Ayars of SCJ and they can work to finalize it. It now looks similar to the Comp Plan. Big thanks to Nick for all his work on this document.

Planning Commission Chair Jody Emra stated the 2023 Goals will be tabled until the next meeting.

Planning Commission Member Larry Kulesza stated KFMC 17.05.020 is for Use Permit. An Administrative Conditional Use Permit needs a new code drafted. There are no renewable CUPs in the state. Larry handed out his findings of fact sheet. An Ordinance change is needed. Larry will send the link for the MRSC Condition Use definition. Until the

Title 17 is done we can do Administrative review on the 5 groups. We need an Administrative Conditional Use Code Draft.

Planning Commission Vice Chair Nick Gourlie asked if the Library had paid any fees for the variance request?

Clerk/Treasurer Raena Hallam said "no".

Planning Commission Member Larry Kulesza stated this was a pre-application meeting.

Planning Commission Chair Jody Emra stated it all worked out well for the Library.

**2023 GOALS UPDATE**

This item was tabled until next meeting

**OLD BUSINESS**

**HOMEWORK**

Planning Commission Member Larry Kulesza will send everyone the link to the CUP document.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Planning Commission Chairperson Jody Emra adjourned the meeting at 8:15 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk