

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
DECEMBER 18, 2023, 7 PM**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 6:59 p.m.  
Planning Commission Vice Chair Nick Gourlie lead the group in the Pledge to Allegiance.

**ROLL CALL**

Member in attendance included Jody Emra, Nick Gourlie and Larry Kulesza

**STAFF**

Staff in attendance included Kathi Merrill, Councilman Mike Weatherman, Councilman Chris Shurrum

**GUESTS**

Ron Snyder  
Nichole Fandrey  
John & Robyn Linton

**ANNOUNCEMENTS AND MAIL RECEIVED**

The Northeast Washington Realtors sent magazines focusing on Zoning Innovations for the group to review and use as a resource.

**MEETING MINUTES**

**REGULAR MINUTES OF NOVEMBER 13, 2023 MINUTES**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes from the November 13, 2023 minutes. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Vice Chair Nick Gourlie – YES, Planning Commission Member Larry Kulesza – YES. Motion passed.

**NEW BUSINESS**

**CHAMBER OF COMMERCE SIGN DISCUSSION**

Nicole Fandrey, President of the Chamber of Commerce stated she is finishing her term and in 2024 Wayne Wardlow will be the new president. The Chamber is looking to install a Marque style sign. She said she would like more information on the City's sign Ordinance. The sign at the end of town no longer works. The Chamber is exploring opportunities to replace the reader board.

Planning Commission Vice Chair Nick Gourlie asked what was wrong with the sign?

Secretary/Clerk Kathi Merrill stated the City Superintendent, Dave Willey, looked into having the reader board repaired by learned the board is so old they cannot order replacement parts. Dave looked into a replacement board and found it would cost around \$20,000.

Planning Commission Member Larry Kulesza stated the Ordinance 17.03.080 explains how big the sign can be and the Chamber can present what they would like to have.

Planning Commission Vice Chair Nick Gourlie stated the Chamber would need to bring a design to City Hall and they would need a Building Permit to install the sign. If it's a Variance, the proposal would need to come before the Planning Commission.

Planning Commission Member Larry Kulesza stated if they had questions to email him.

Planning Commission Vice Chair Nick Gourlie stated there are more ruled in Title 17.

Planning Commission Member Larry Kulesza asked if they wanted to address the old Grouch sign now?

Nicole Fandrey asked about replacing the sign?

Planning Commission Member Larry Kulesza stated there are no funds to pay for a replacement sign.

Planning Commission Chair Jody Emra stated it's an asset to the City. It needs to be replaced but it costs too much.

Planning Commission Member Larry Kulesza stated Wayne Wardlow can explore LED screens as possible replacement.

Nicole Fandrey stated it shares all the Community information.

Planning Commission Member Larry Kulesza stated a donor paid for the new baseball scoreboard.

Nicole Fandrey asked if the spot where the sign is belongs to the City?

Planning Commission Member Larry Kulesza stated they would have to get permission to use that location.

Nicole Fandrey asked if the Chamber would have to lease the property?

Planning Commission Member Larry Kulesza stated the Chamber should wait and see. The City could give permission to the Chamber to replace the sign.

Nicole Fandrey stated it's a construction project.

Planning Commission Member Larry Kulesza stated the Chamber is a non-profit. The Chamber can work with the City and run it by the Planning Commission.

Nicole Fandrey stated this is a historical sign now.

Planning Commission Member Larry Kulesza stated the new grouch sign was going to go over the old sign. The Chamber donated Plywood and Cedar. Larry rebuilt the sign. It's stored under cover at this time. Need to temporarily store it somewhere else.

Nicole Fandrey stated they want to put another sign on the back of the existing sign. City Superintendent Dave Willey said he would move the electrical but has not gotten to it yet.

Planning Commission Member Larry Kulesza stated it could be stored by the Police Department. Larry will talk to Steve at Northern Ales about moving the sign. He will also talk to John Ridlington about help moving it.

Nicole Fandrey stated she can get volunteers to help too. She will follow up with Carry to do pre work.

Planning Commission Member Larry Kulesza stated there will be some framing. Larry stated he will get the sign Ordinance to the Chamber.

### **LINTON ANNEXATION DISCUSSION**

Planning Commission Member Larry Kulesza stated the City received an application for annexation from the Lintons. He asked if it had been finalized and paid for? The application goes to the Planning Commission and SCJ to review. It's pretty simple. The documents are in order. It meets the needs of the Comprehensive Plan. The question is how is the property to be used? What are the road requirements? Larry shared his finding of fact with everyone. The Planning Commission can make a recommendation to the City Council with conditions. The City Council can approve and start the process to complete the application. Looking at the map off 6<sup>th</sup> Street, the property connects to 6<sup>th</sup> Street with an easement of 60 feet. The color photos in the packet shows the proposed property. There is a problem with the County language and there is no paper trail to that property. Larry stated he's been to the Assessors office, the Auditor's office and the County Commissioners Office to get documents. Cannot find information on the vacated lots. In Ordinance 1572, dated 1998, the parcel to the south of 6<sup>th</sup> Street, they couldn't find a deed to the easement. This Ordinance reinstates that. It needs to be determined if this is an administrative error in the recordings. Before the application can be judged, this need to be resolved. Stevens County Title needs to produce a Platt Certificate of the 3 adjacent properties and find out what South properties say. The fee schedule is \$300 for the first lot and \$125 for each additional lot. So we are looking at about \$600. Who is responsible to discuss the City easement on 6<sup>th</sup> Street. Larry has talked to City and Stevens County Commissioners. They can go to the County Commissioners to write a check for the total sum. The Mayor, Jessee Garrett, suggested the cost be separated between the City and Property owner. He wanted to County to share a third of the cost but that may not happen. That's where we are now. The next City Council meeting is the second Tuesday in January. Larry will talk to the Mayor about sharing the cost to expedite the application.

Mr. Linton stated he is agreeable to sharing the cost.

Planning Commission Member Larry Kulesza stated that can happen before Christmas. We can get this solved. If not, we can figure out what we have to do. He has all the recorded documents. Just need to find something that shows the 10 foot easement. If we can't find anything it will get weird. Hopefully it all works out. The Developmental Regulations is a process to ensure the use of the property. This is a bureaucratic impediment. There is a process to resolve this. Larry will talk to the Mayor tomorrow. He will get back to the owner (the Lintons) with the next steps

## **TITLE 17 UPDATE AND APPRENTICESHIP/INTERNSHP UPDATES**

These items will be tabled until the next meeting.

## **PARKS PLAN UPDATE**

Planning Commission Member Larry Kulesza stated they were discussing formatting.

Planning Commission Vice Chair Nick Gourlie stated there was not much progress as others had not had a chance to review the document before the last meeting.

Planning Commission Member Larry Kulesza stated some of the documentation was not what we were looking for. Some of the stuff can be in the appendix.

Planning Commission Vice Chair Nick Gourlie stated he can reformat. Once reformatted he will send out to the other members and it can be reviewed at the next meeting.

Ms. Alicia Ayars asked if it included Capitol Improvement costs?

Planning Commission Vice Chair Nick Gourlie stated the outline is year by year. We can't say for sure what the costs would be. There are visioning dates and they can try to estimate costs.

Ms. Alicia Ayars stated the Planning Commission should reach out to RCO.

Planning Commission Vice Chair Nick Gourlie stated they submitted the draft with due diligence.

Planning Commission Member Larry Kulesza stated under Capitol Improvements, some of this is included in the City Parks stuff. Some of the Parks work falls under Public Works. Larry stated they can just cut and paste what we have. In the Comprehensive Plan we can use what's in the appendix. As for expenses we can make educated guesses.

Ms. Alicia Ayars stated that would work.

Planning Commission Member Larry Kulesza stated he hesitates passing an Ordinance with a commitment. In the Parks Element, we need more documentation on Capitol Expenditures. He will talk to Clerk/Treasurer Raena Hallam about that.

Planning Commission Chair Jody Emra stated Nick will reformat and send out to everyone else to review.

Planning Commission Vice Chair Nick Gourlie stated the Parks Plan will need to be updated each year. It's an evolving process. He asked if it should be set up by Park? Or make it generic?

Planning Commission Member Larry Kulesza stated it should be by Park. Short term projects first then mid term. They need to come up with an estimate.

Planning Commission Vice Chair Nick Gourlie stated there is a grant webinar on January 17<sup>th</sup> at 10am regarding the next grant for Parks funds. We need to know what's available in the City budget.

Planning Commission Member Larry Kulesza stated when notice goes out to all Department Heads, they can make a list of recommendations of what the Planning Commission would like to see what's funded.

Planning Commission Vice Chair Nick Gourlie asked about doing a Public Hearing. What and how is this done?

Planning Commission Member Larry Kulesza stated they can do a Public Hearing in August and get feedback from citizens about what they would like to see happen.

Planning Commission Chair Jody Emra stated that would give the public time to use the parks and then give feedback and make recommendations.

Planning Commission Member Larry Kulesza stated they need to figure out how to get the Public Hearing information out to the public.

Planning Commission Vice Chair Nick Gourie stated he will write up more and work on a next version.

Planning Commission Member Larry Kulesza stated they need to come up with a preliminary priority list and rate it.

### **CAPITOL FACILITIES GRANT**

There is a webinar on January 17<sup>th</sup> at 10 am by RCO.

### **OLD BUSINESS**

### **PC/SCJ COORDINATION**

Planning Commission Member Larry Kulesza stated he had talked to City Superintendent Dave Willey and Clerk/Treasurer Raena Hallam and Mayor Jesse Garrett. Larry talked about discussing how we all work together and clarifying his role as Planner and work with SCJ.

Ms. Alicia Ayars stated they are there if the Planning Commission needs any assistance.

### **HOMEWORK**

Planning Commission Member Larry Kulesza will:

- talk to Steve at Northern Ales about moving the sign.
- talk to John Ridlington about moving the sign to a new storage area.
- get a copy of the Sign ordinance to the Chamber.
- talk to the Mayor about the Lintons and the City sharing costs of the short platt.
- get back to the Lintons on next steps.
- Review the revised Parks Plan

Planning Commission Chair Jody Emra will:

- review the revised Parks Plan.

Planning Commission Vice Chair Nick Gourlie will

- revise/update the Parks Plan and send out to all members

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:28 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk