

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
JANUARY 22, 2024**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:02 p.m.  
Planning Commission Vice Chair Nick Gourlie lead the group in the Pledge to Allegiance.

**ROLL CALL**

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

**STAFF**

Staff in attendance included LeAnne Sanders and Council Member Chris Shurrum with Alicia Ayers (SCJ Alliance) via phone.

**GUESTS**

Sam DiMaggio and Sharon Shepherd.

**ANNOUNCEMENTS AND MAIL RECEIVED**

Planning Commission Member Larry Kulesza announced there are two new council members. John Ridlington was appointed to Council Position #2 and Clifford King was appointed to Council Position #4.

**MEETING MINUTES**

**REGULAR MINUTES OF DECEMBER 18, 2023 MEETING**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes from the December 18, 2023 minutes as presented. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Vice Chair Nick Gourlie – YES, Planning Commission Member Larry Kulesza – YES. Motion passed.

**ELECTION OF OFFICERS**

Planning Commission Vice Nick Gourlie made a motion to elect Jody Emra as Planning Commission Chair for 2024. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Vice Chair Nick Gourlie – YES, Planning Commission Member Larry Kulesza – YES. Motion passed.

Planning Commission Vice Chair Nick Gourlie made a motion to elect Larry Kulesza as Planning Commission Vice Chair. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Vice Chair Nick Gourlie – YES, Planning Commission Member Larry Kulesza – YES. Motion passed.

Planning Commission Vice Chair Larry Kulesza made a motion to elect Planning Commission Member Nick Gourlie as Second Vice Chair. Planning Commission Member Nick Gourlie seconded the motion. Planning Commission Member Nick Gourlie – YES, Planning Commission Vice Chair Larry Kulesza – YES. Motion passed.

## **NEW BUSINESS**

### **KETTLE FALLS SENIOR CITIZEN LOT LINE ADJUSTMENT**

Sam DiMaggio, representing the Kettle Falls Senior Citizens, stated they want to do a Lot Line Adjustment at 445 E. 9<sup>th</sup> Avenue, Kettle Falls. There are currently two parcels, 0329600 and 0329100, with the parcel line running north and south. Mr. DiMaggio stated the property has been surveyed to change the line to run east and west, the map shows Parcel A and Parcel B. Parcel A would be added to the Gold Hill Manor property with possible future development in the future. Mr. DiMaggio stated the house currently sits on both parcels.

Planning Commission Chairman Jody Emra clarified that there are two parcels, and they just want to change the direction of the parcel lines.

Mr. DiMaggio stated yes.

Planning Commission Vice Chair Larry Kulesza read the Gold Hill Manor Lot Line Adjustment Finding of Fact 24-01 into the record.

### **Finding of Fact 24-01 Kettle Falls Senior Citizens Center Land Use Application Lot Line Adjustment**

January 19, 2024

#### **Process:**

- Action - Lot line Adjustment
- Type I Administrative Review
- Decision Maker- Planning Commission
- Appellate Body – City Council

#### **Applicants:**

Kettle Falls Senior Citizens Center, aka Gold Hill Manor Senior Citizens Apartments

#### **Property Location:**

445 East 9<sup>th</sup> Avenue, Kettle Falls WA  
Parcels #0329600 and #0329100

#### **Applicable text:**

17.05.071 Purpose and Intent.

The purpose of a lot line adjustment is to allow for minor changes in the configuration of property lines.

17.05.073 Action by Review Authority.

- c. No new lot shall be created by the proposed lot line adjustment.

**Commentary:**

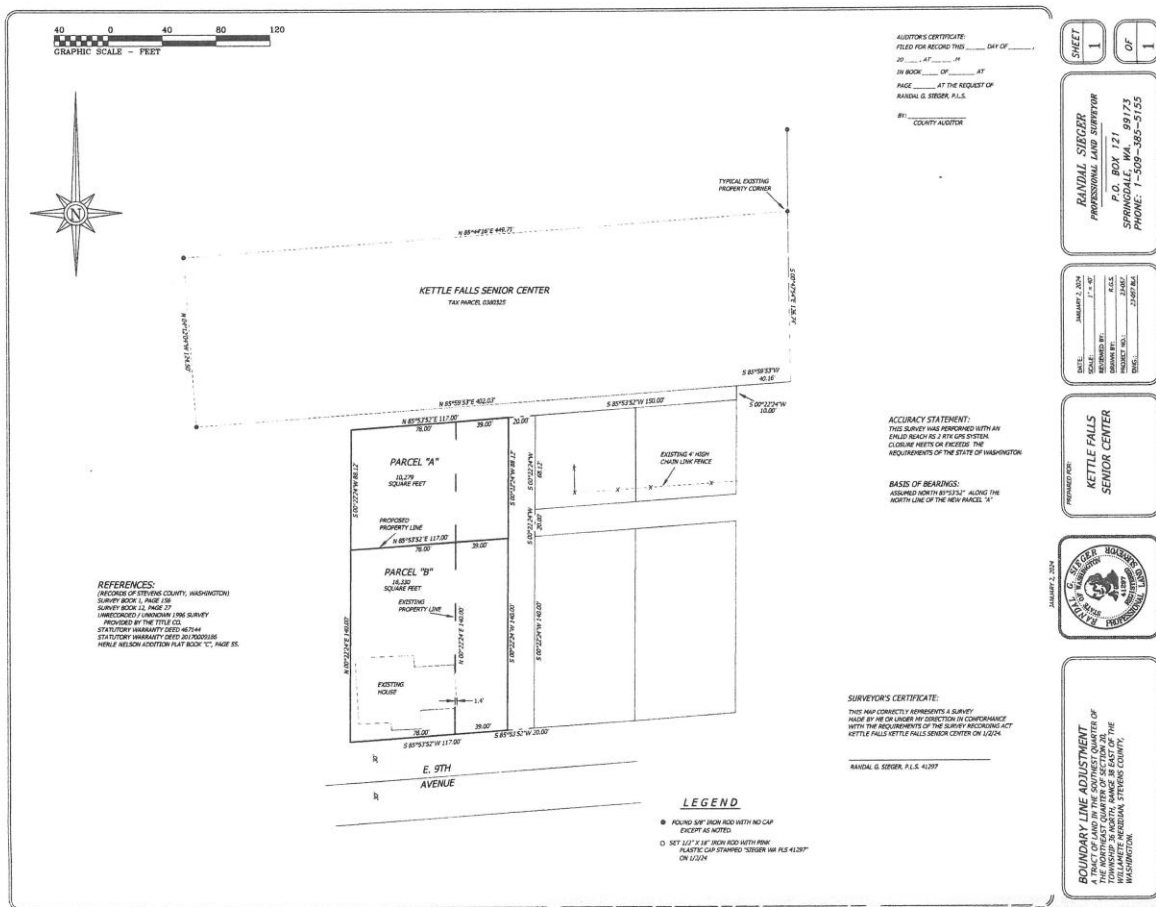
Kettle Falls Senior Citizen Center owns Stevens County tax parcels #0329600 and #0329100. There is a house straddling the line between the parcels. The proposed action is to reconfigure the two lots by removing the boundary between #0329600 and #0329100 and to define a lot in the north part of the property. This will allow the Kettle Falls Senior Citizen Center the opportunity to sell the house and to add space to the Gold Hill Manor complex. The surveyor has provided the attached drawing.

As the proposed action does not create any new lots and is a minor change in configuration of the property lines, it is my recommendation that the Kettle Falls Planning Commission approve the Kettle Falls Senior Citizens Center Lot Line Adjustment Application. Submission of a completed application including payment of all applicable fees is a condition of approval.

**Note:**

- KFMC 17.05.070, 17.06.030, and 17.06.054 are attached by reference.
- Italics, underlining, and highlighting are for emphasis and not part of the text of the ordinance.
>
- "Shall" and "Shall Not" indicate mandatory requirements.

Larry Kulesza  
Kettle Falls Planning



Planning Commission Chair Jody Emra stated she understands this is a Type 1 review and the Planning Commission can make the decision to approve this lot line adjustment.

Planning Commission Vice Chair Larry Kulesza stated that is correct.

Planning Commission Vice Chair Larry Kulesza stated he has spoken with Sam DiMaggio about this being a two-process application. The first process is to create Parcel A and the second will be to consolidate the two lots to the east, which Gold Hill Manor owns, with Parcel A to become just one parcel number. The second process will happen later.

Planning Commission Second Vice Chair Nick Gourlie asked if the alleys had been vacated.

Planning Commission Vice Chair Larry Kulesza stated no, one is basically a utility easement and the other could be an easement to the road.

Planning Commission Second Vice Chair Nick Gourlie stated for future reference if there are any structures built on this back property it will need to comply with requirements for fire access.

Planning Commission Vice Chair Larry Kulesza made a motion that the Kettle Falls Planning Commission approve the Kettle Falls Senior Citizens Center Lot Line Adjustment Application with submission of a completed application including payment of all applicable fees as a condition of approval. Planning Commission Second Vice Chair Nick Gourlie seconded the motion. Planning Commission Second Vice Chair Nick Gourlie – YES, Planning Commission Vice Chair Larry Kulesza – YES. Motion passed.

#### **HOUSING ACTION PLAN AND COMP PLAN ACTION PLAN REVIEW**

Planning Commission Vice Chair Larry Kulesza stated he and Alicia Ayers, with SCJ Alliance, discussed that in the HAP (Housing Action Plan) there is a checklist for implementation. The Planning Commission needs to go through and review the list and prioritize the items needed to be addressed. This will be called the Housing Action Plan Strategy Progress Tracker (page 45). It will be introduced to the planning commission and become part of the homework.

Mrs. Alicia Ayers discussed the implementation part of the HAP and the cost of doing the Comp Plan updates. She stated Kettle Falls may be receiving about \$125,000.00 from the Department of Commerce to do the comprehensive plan update. There is new legislation that was passed from April to April, 2023 to go through and determine the expense of these requirements. She stated some of the legislation passed is not required by smaller communities to perform. She stated this may be an opportunity to use that funding to complete the HAP and update the Comp Plan at the same time.

Planning Commission Vice Chair Larry Kulesza stated in Appendix A of the 2020 Comp Plan there was a list of action plan items the Planning Commission was going to look at. He stated it may be a good idea to have a copy of the appendix for the next meeting. He stated he likes Alicia's idea to do both plans at one time but would like to see what items are in the appendix. He explained the Department of Commerce wants a section in the new plan on climate, but he was not sure if it applies to Kettle Falls.

Mrs. Alicia Ayers stated she could research to see if there is climate grant funding available if the city is required to add it. She also stated she will check to see what is required for cities our size.

Planning Chair Jody Emra stated the climate portion is not currently in the comp plan then it may need to be addressed.

Ms. Alicia Ayers stated correct, climate planning was bundled with the new legislation. Alicia stated she will send everyone a few links for the Department of Commerce that may be helpful.

## **OLD BUSINESS**

### **PARK PLAN UPDATE**

Planning Commission Second Vice Chair Nick Gourlie presented the most current final draft of the City of Kettle Falls Parks Plan. He said the major addition was on page 20, Capital Improvement Program Timeline and Costs. This is a rough estimate of numbers for the items scheduled each year in the park plan. The priorities were set from previous discussions.

Planning Commission Vice Chair Larry Kulesza stated these items fall under capital facilities improvements which are updated each year during the budget. He also recommended updating the City Council and Staff on the Acknowledgments page.

Planning Commission Vice Chair Larry Kulesza stated this is a readable document.

Planning Commission Second Vice Chair Nick Gourlie suggested adding in any Capital Facilities Grants they are going to apply for under Happy Dell Park, such as new bleachers and baseball improvements.

Planning Commission Second Vice Chair Nick Gourlie will make the changes discussed in the park plan and submit the final draft to City Council for review.

Planning Commission Second Vice Chair Nick Gourlie made a motion to send the draft Parks Plan to City Council for review with the changes adding the baseball field into the park area and acknowledgments. Planning Commission Vice Chair Larry Kulesza seconded the motion. Planning Commission Second Vice Chair Nick Gourlie – YES, Planning Commission Vice Chair Larry Kulesza – YES. Motion passed.

### **CAPITAL FACILITIES GRANT WEBINAR**

Planning Commission Vice Chair Nick Gourlie reported on the Capital Facilities Grant webinar. He stated this grant is for outdoor recreation and is clarified in this grant as inbounds and out of bounds. If you want to work on bleachers, then you are required to work on the baseball field. The baseball field is inbounds and the area outside of the field is out of bounds.

Planning Commission Second Vice Chair Nick Gourlie stated Kettle Falls is in the Northeast Region of the state and this area has been allocated 1.2 million in grant funds. The allocation of funds is scored on a point system. The downfall is that Spokane is also in this region, and they qualify for more points. He further explained how the point system works and the timeline for the grant application.

Planning Commission Chair Jody Emra asked if anyone had looked over the AARP grant. No one had. Planning Commission Vice Chair Larry Kulesza stated the city has applied for other similar grants, such as Kubota in the past. There was further discussion on grants designated to acquire land for recreation.

## **BYLAWS REVIEW**

Planning Commission Vice Chair Larry Kulesza stated the term of office is six years and the thought is to change it to four years. The terms expire on a rotation. Planning Commission Vice Chair Larry Kulesza put together a chart for the planning commission members reset.

Planning Commission Vice Chair Larry Kulesza made a motion to adopt the Kettle Falls Planning Commission Reset with the change that Jody Emra would be in Position 1 and Nick Gourlie in Position 2. Planning Commission Second Vice Chair Nick Gourlie seconded the motion. Planning Commission Second Vice Chair Nick Gourlie – YES, Planning Commission Vice Chair Larry Kulesza – YES. Motion passed.

## **LINTON ANNEXATION UPDATE**

Planning Commission Vice Chair Larry Kulesza stated the question still, is the road easement on 6<sup>th</sup> Avenue. Currently the assessor's office shows a vacated piece of 6<sup>th</sup> Avenue belonging to the north two lots. The preliminary review from the title company of the deeds does not back that up. He stated it appears there may have been an administrative error. The original plat map of Kettle Falls showed all streets had one hundred feet wide easements. In 1956 the City reduced the size of the streets, with the exception of Meyers Street, to eighty feet with ten feet on each side going to the property owners. This did not get recorded with the county for at least ten years. Currently Planning Commission Vice Chair Larry Kulesza is working with the assessor's office to clear this matter up. He stated City Superintendent Dave Willey has ordered a Plat Certificate and Linton's have agreed to pay half of the cost. Once we have the Plat Certificate it will be taken to the assessor's office and hopefully, they will agree that 6<sup>th</sup> Avenue was never vacated.

Planning Commission Vice Chair Larry Kulesza stated after some research it appears that 7th Avenue may not have been officially vacated. This information has been sent to the city attorney for review.

## **WATER RATE STUDY UPDATE**

Planning Commission Vice Chair Larry Kulesza gave an update on the water rate study. He stated the study started in February and this January the final draft was given to Mayor Jesse Garrett, Clerk/Treasurer Raena Hallam and City Superintendent Dave Willey to review. Corrections were made and returned to RCAC.

Planning Commission Vice Chair Larry Kulesza stated once the new Council Utility Committee is appointed the water study will come back to them for review. He stated the thought is to increase the 2024 water and sewer rates by the rate of inflation, then possibly a tier rate in 2025. At this time there may need to be public input.

## **HOMEWORK**

Planning Commission Member Larry Kulesza will:

- work on 2.12 bylaws update.
- look at climate information from Alicia Ayers.

Planning Commission Chair Jody Emra will:

- look at climate information from Alicia Ayers.

Planning Commission Vice Chair Nick Gourlie will

- make the changes to the Parks Plan and send it to Clerk/ Treasurer Raena Hallam.
- look at climate information from Alicia Ayers.

## **PUBLIC COMMENT**

None

## **ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:32 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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LeAnne Sanders, Secretary/Clerk