

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
APRIL 24, 2023, 6 PM, KF LIBRARY**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 5:59 p.m. Clerk/Treasurer Raena Hallam 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 Mayor Jesse Garrett, Councilman Mike Weatherman, Councilman Chris Shurrum, Clerk/Treasurer Raena Hallam, Kathi Merrill, Alicia Ayars (SCJ), and Mike Manning (SCJ)

**GUESTS**

Richard Ludeman

**ANNOUNCEMENTS AND MAIL RECEIVED**

Clerk/Treasurer Raena Hallam stated a lot line adjustment application was received for 1350 Narcissus Court. The application was forwarded to SCJ. SCJ stated this is a Type I review so no public hearing was needed and no comments/appeal were received after posting the advertisement. The application was reviewed and approved.

**MEETING MINUTES**

**REGULAR MINUTES OF MARCH 13, 2023 MINUTES**

Planning Commission Member Larry Kulesza motioned to accept the minutes with one minor correction on page 3. Planning Commission Member Nick Gourlie seconded the motion. Planning Commission Member Larry Kulesza – YES. Planning Commission Member Nick Gourlie – YES. Motion passed.

**NEW BUSINESS**

**HAP UPDATE TIMELINE**

Mrs. Alicia Ayars stated we are getting close to finalizing the HAP document. It needs to be adopted by City Council by June 30. There will be a Public Hearing and adoption by City Council by June 20. There is a 14 day Public Hearing advertisement and SEPA review timeline. The Joint workshop to update the HAP for City Council and Planning Commission will be at the Library on May 8<sup>th</sup>. The group will review updated strategies. The monitoring and implementation table is complete. The joint workshop will be held from 6pm to 7pm followed by the regular Planning Commission meeting at 7 pm at the Library. The goal is to get feedback from both groups.

Planning Commission Member Larry Kulesza stated the Planning Commission group needs to get all their comments to SCJ by May 8. The Housing Action Plan and Housing Needs Analysis is good. He has objections to some of the things in the preliminary action plan and now that he's seen the draft action plan he has even more objections.

Mrs. Alicia Ayars stated the Housing Action Plan says Title 17 should be updated but it's not part of the Housing Action Plan.

Planning Commission Member Larry Kulesza stated he has an issue with the timeline and where we are with that document. Nick started with his draft of the Title 17 changes and that was before the HAP grant. We've known this was the timeline.

Mrs. Alicia Ayars asked if Larry would like more time to review before the workshop?

Planning Commission Member Larry Kulesza stated he might need more time. Nick's version of the Title 17 changes was not the Planning Commission's consensus, it's a work in progress document. Nick did a great job and I applaud him. It's cut and pasted and it's now in the HAP. We had a year to work on it but it was not sent back to us to work on it in incremental form. At this point it looks like a top down instead of a bottom up version. Larry was objecting to things in the Title 17 draft before the HAP grant. He just wants his concerns on the record.

Mrs. Alicia Ayars stated the Title 17 document in hand is not included in the Housing Action Plan. What it says in the Housing Action Plan is that the Title 17 has inconsistencies and needs updated. This document is for discussion purposes only. She said she could have a draft by the end of the week to the City Council and Planning Commission to look at and provide comments. We could have a working meeting. Also could postpone the meeting and/or have a special meeting.

Planning Commission Member Larry Kulesza asked if there was an updated version of this document?

Mrs. Alicia Ayars stated there is a newer version with comments incorporated. We eliminated one of the strategies. The last thing is integrating the implementation and monitoring table.

Planning Commission Member Larry Kulesza stated he feels that there was time to work on it but now he feels that it's being pushed through for approval without adequate time to review and give comments on.

Mrs. Alicia Ayars stated we have a couple of options. We can get you a draft by the end of the week and that would give you a week to review it before the May 8<sup>th</sup> meeting. The City Council and the Planning Commission would then give their input. It's a working meeting. If that's not enough time we could postpone the May 8<sup>th</sup> meeting and that would mean you'd have to have a special meeting but it would still need to be adopted by the June 30 deadline. I think there is time to do that if that's what you'd like to do.

Planning Commission Chair Jody Emra stated she was good with having a meeting on May 8<sup>th</sup> as a working meeting and we will have a newer draft to comment on. Then when the City Council and the Planning Commission come together at the May 8<sup>th</sup> workshop everyone will get a chance to comment on the document. The comments could then be updated and further comments could be given in a June meeting?

Mrs. Alicia Ayars stated there would not be enough time. There needs to be two City Council meetings. One is a Public Hearing and the second is the adoption.

Planning Commission Chair Jody Emra stated "OK" then we need to work hard on May 8<sup>th</sup>.

Clerk/Treasurer Raena Hallam stated the May 8<sup>th</sup> meeting will be for information and comments. After the workshop there will be the regular Planning Commission meeting. Planning Commission could have a special meeting if necessary.

Planning Commission Member Larry Kulesza stated joint meetings don't usually happen until after the fact. Planning Commission usually makes the review and decisions and then make recommendations to City Council.

Mrs. Alicia Ayars asked if she should cancel the May 8<sup>th</sup> joint meeting?

Planning Commission Vice Chair Nick Gourlie stated he was good with the joint meeting.

Planning Commission Member Larry Kulesza stated according to MRSC this was out of process.

Mrs. Alicia Ayars stated the process could be adjusted. She stated there was time to do a special meeting on May 22 and that would leave enough time for the SEPA notice and the Public Hearing Notice at City Council meetings.

Planning Commission Member Larry Kulesza stated he has no objections to a joint meeting after the Planning Commission approves the document.

Planning Commission Chair Jody Emra stated she has no issues with a joint workshop. It would allow more input with the City Council. The Planning Commission can have a meeting after the workshop and then make recommendations to City Council. We can have a special meeting if we need to.

Planning Commission Vice Chair Nick Gourlie stated they can submit more changes if necessary and they could also do a special meeting if necessary.

Planning Commission Member Larry Kulesza stated according to MRSC this is not the process. He said he's waiting to see the updates. He would like his objection to this process on record.

Mike Manning, SCJ, asked Larry if he understood what was to be discussed at the workshop?

Planning Commission Member Larry Kulesza stated it's having the workshop before the Planning Commission meeting. This process is not recommended by MRSC. The Planning Commission should decide then have a joint meeting to explain to City Council and then make a recommendation.

Clerk/Treasurer Raena Hallam stated the goal of the workshop was to review the most current draft document the Planning Commission has. The intent was for the City Council to sit in on the review to better understand the document. The Workshop will be from 6 pm to 7 pm and then the Planning Commission meeting will be at 7pm. The joint meeting was not intended to slight the Planning Commission. There can still be a special meeting if necessary.

Planning Commission Chair Jody Emra stated she was comfortable with the workshop with the City Council. There will not be any decisions made at the workshop. It's a joining of forces for ideas. The Planning Commission's job is to take all the suggestions and incorporate them and if a special meeting is needed we can have one.

Mayor Jesse Garrett stated the workshop is to be informative. It will give the City Council more information about the Housing Action Plan. City Council approved SCJ to apply for the grant funds to do this project. The joint meeting will give everyone a chance to share information and ask questions. It will allow the process to begin. The City Council will only be at the workshop from 6pm to 7 pm, and not at the Planning Commission meeting at 7pm. There will be a Q&A at the workshop. After the Planning Commission finalizes their input they will make a recommendation to City Council.

Planning Commission Chair Jody Emra asked if the new updated version would be sent to them by the end of the week?

Mrs. Alicia Ayars said it would.

Planning Commission Member Larry Kulesza said there needs to be a motion to proceed.

Planning Commission Vice Chair Nick Gourlie motioned to move forward with the timeline for the Housing Action Plan that is being proposed by SCJ.

Planning Commission Vice Chair Nick Gourlie – YES

Planning Commission Member Larry Kulesza – NO

Planning Commission Chair Jody Emra – YES.

Motion passed.

Planning Commission Chair Jody Emra asked Alicia if the SEPA and Public Hearing can be done in May? After the meetings if we need a special meeting will that change any of the dates?

Mrs. Alicia Ayars said there is a 14 day review period for the SEPA. We could do May 23<sup>rd</sup>.

Clerk/Treasurer Raena Hallam stated a public hearing can be advertised within the timeline and we can keep to the current schedule.

Planning Commission Chair Jody Emra asked if a special meeting was needed can it be on May 22?

Mrs. Alicia Ayars stated they could meet on May 15. She said she can revise the draft and sent it out tomorrow for review and comments.

#### **TITLE 17 – ZONING DISTRICTS UPDATE AND ZONING MAP**

Mrs. Alicia Ayars provided handouts for discussion. She wanted to start with the Zoning Districts. She asked what was working and was not working? The reason to update was to consolidate and make consistent. Need to simplify the requirements. The purpose and intent is to look at the Comprehensive Plan and the policies and goals. The Housing Needs Assessment states we need more assorted housing types and more variety. What the changes might look like is making 4 zones into 2. Maximum dwellings for one acre is five. There are three different zoning districts, low, medium and high.

Planning Commission Member Larry Kulesza stated he and Nick are not on the same page. He asked where and when it can be discussed? Discussions stopped when we got the HAP Grant. This will determine what gets built and where. When is this document going to be done for any approval?

Planning Commission Chair Jody Emra stated there is not a timeline on this one. This is an ongoing process.

Planning Commission Member Larry Kulesza stated the entire process of the HAP grant will be completed in June.

Mrs. Alicia Ayars stated Title 17 is not part of the HAP grant due at the end of June.

Planning Commission Member Larry Kulesza stated the HAP grant stuff due at the end of June has nothing to do with the Title 17 stuff?

Planning Commission Vice Chair Nick Gourlie stated we've been discussing Title 17 stuff and now we are getting back into the finer details of it. We are at the point we can start discussing it more.

Planning Commission Member Larry Kulesza asked What is being discussed at the Joint workshop? Just the HAP and not Title 17?

Mrs. Alicia Ayars stated "Yes". Planning Commission Vice Chair Nick Gourlie included Manufactured Housing type inconsistencies. We cannot get to the Zoning matrix or permitted tables that includes Multi Family units until we determine where these types of housing go. That is a separate zone entirely. Multi Family units would include units of 3 or more and apartments. Let's go through 17.02 and view the changes.

Mike Manning (SCJ) stated the handout Title 17 Update memo identifies the anticipated order of each chapter that will be updated in Title 17. Sections that will be updated will be based on priority and strategic order. One of the updates will include condensing existing residential zoning districts, updating development standards, and use classifications. In Kettle Falls the R1 Low density doesn't exist on the map. The most common zone is R2, medium density, SFR and Manufactured Housing. R3 is High Density which relates to the historic existing multi family properties. One of the concerns is lot sizes. We hope to achieve low, medium and high density zones. Changes made can include characteristics of zones and types of housing. There are no drastic changes to the Developmental Standards. Need to look at lot square footages for R1, R2 and R3 zones.

Mrs. Alicia Ayars stated on the table shown in the handouts shows current information and in the shaded areas are the proposed changes.

Mike Manning (SCJ) stated R2 is the lowest possible size with set backs. Minimum standards would then not create nonconforming zones. The set backs look standard.

Planning Commission Chair Jody Emra asked if the dashes on the chart reflected no information?

Mike Manning (SCJ) stated the blanks mean there is nothing in the current code.

Planning Commission Member Larry Kulesza asked about minimum house size?

Mike Manning (SCJ) stated in regards to the minimum floor area, we would like to discuss removing those requirements to reach the HAP goals.

Planning Commission Member Larry Kulesza stated eliminating minimum house sizes is a non starter for him.

Mrs. Alicia Ayars asked if his concern was the minimum floor area or lot size?

Planning Commission Member Larry Kulesza stated both. He does not want to eliminate those minimums. They should be grandfathered in. People should have reasonable expectations of consistency in zoning. He has an objection to proposing new standards on existing zoning.

Planning Commission Chair Jody Emra stated the minimum house size in Historic Kettle Falls is 800 sf.

Planning Commission Member Larry Kulesza stated in 2.14 it talks about incompatible use. New zones do not protect exiting communities from incompatible use.

Mike Manning (SCJ) asked Larry if he was concerned with minimum lot size?

Planning Commission Member Larry Kulesza stated he's good with just leave everything as is except Historic Kettle Falls and call it SFR instead of R1. Keep existing zones and can change for future development. The Plan Development Ordinance is nonfunctional. Need to change it so it works.

Mrs. Alicia Ayars asked to clarify that Larry does not like minimum lot size or home size?

Planning Commission Vice Chair Nick Gourlie stated the concern is density, not messing with minimum lot size.

Mike Manning (SCJ) stated its lot coverage and the assortment of existing lots. The table shows lot coverage increase from 35 to 45% proposed for the R2 zone.

Planning Commission Vice Chair Nick Gourlie stated the lot coverage does not include the set backs.

Mike Manning (SCJ) stated those were vacant lot samples and they still need to follow set backs.

Planning Commission Chair Jody Emra stated it's the lot size that's not compatible with the home size.

Mike Manning (SCJ) stated a developer must adhere to the density standards.

Mrs. Alicia Ayars stated under Housing Types there needs to be a future discussion on Tiny Homes.

Planning Commission Vice Chair Nick Gourlie stated Tiny homes on trailers are not conforming. Minimum floor area as identified in the Comprehensive Plan means more housing types.

Mike Manning (SCJ) stated under Land Use, Tiny Homes under the IBC makes it difficult.

Mrs. Alicia Ayars stated the graphics show single family homes on different lots. The averages determine full capacity. We need to look at housing types on lot sizes.

Planning Commission Member Larry Kulesza stated in residential zones there are small footprints.

Mrs. Alicia Ayars stated she's hearing concerns with minimum floor and house sizes. Any other concerns?

Planning Commission Chair Jody Emra stated that lots less than 4200 in R3 are nonconforming?

Planning Commission Member Larry Kulesza stated approval was given to a build on 5<sup>th</sup> Avenue because they built a home that fit within the set backs.

Planning Commission Chair Jody Emra stated if the footprint is small, build taller.

Planning Commission Member Larry Kulesza stated we can grant a variance to make it a buildable lot.

Planning Commission Chair Jody Emra stated we can build smaller by reducing the minimum house size.

Planning Commission Member Larry Kulesza stated there is no zone for Manufactured Housing. The RCW states you cannot have a Manufactured House where a stick built house fits. We can eliminate the Manufactured Housing zone and just put under the SFR zone.

Mrs. Alicia Ayars asked Larry if there is no opposition to 3 zones?

Planning Commission Member Larry Kulesza stated he has no opposition to 3 zones. He wants to preserve the SFR zone and he's OK with the R1, R2 and R3 zones. Make Historic Kettle Falls area an R3 zone or it's own zone.

Planning Commission Chair Jody Emra stated with the same 4200 sf lot, you can have lesser depth and larger width?

Planning Commission Member Larry Kulesza stated on a 30 foot lot you can have a 20 foot wide house. The Parking Standards will change things. The problem is buildable land at affordable prices. It's not a zoning issue.

Planning Commission Chair Jody Emra stated that land being affordable is more important than zoning.

Planning Commission Vice Chair Nick Gourlie stated the Single Family Residence is R2.

Planning Commission Member Larry Kulesza stated he has an issue with changing the Developmental Standards.

Mrs. Alicia Ayars stated the zoning District Codes can be removed and re-evaluated. There are very specific standards for Manufactured Homes and Tiny Homes. Need to preserve the SFR zone. Everyone is OK with the 3 zones.

Planning Commission Member Larry Kulesza stated R3 is Historic Kettle Falls. The Developmental Standards change in R2. Just trying to protect the existing zoning.

Planning Commission Chair Jody Emra asked if there was a zoning change in the Historic area can a letter be sent out?

Clerk/Treasurer Raena Hallam stated Yes.

Mrs. Alicia Ayars stated it could be discussed at a Public engagement. It can be tweaked as we go. The timeline and funding would need to be considered. We can take a look at how it could be. There needs to be an Open House, a Survey and Public Meeting. Issues can be noted and comments collected for 2 weeks. The graphics show lot sizes with set backs and minimum house sizes. The joint workshop will discuss the Housing Action Plan on May 8<sup>th</sup>. We could continue discussion at the June meeting.

Planning Commission Member Larry Kulesza stated he's open to discussing more at the May 8<sup>th</sup> meeting but he wants to leave options open. Mrs. Geisler is still interested in building a duplex. Panorama RV Park is for sale. There are potential changes for fencing under Landscaping. With Ordinance patches it would narrow down what we have to work on. The non-zoning stuff is to be discussed. The procedure is confusing.

Mrs. Alicia Ayars stated Applications and Binding Site Plans can be discussed.

Planning Commission Member Larry Kulesza stated we need a process to make a decision. The Administrative Conditional Use Permit needs to be rewritten.

Mrs. Alicia Ayars stated that falls back on the state code. We can address this with the zoning process.

Planning Commission Member Larry Kulesza stated we need to look at the process and make it easy to understand.

Mrs. Alicia Ayars stated the process can be tabled for now. With regards to the graphics for housing, get all comments back to SCJ. As for the application, look at an updated draft and see how it relates to the RCW. We need to move forward on the Zoning District.

### **2023 GOALS REVIEW**

Planning Commission Chair Jody Emra stated this item can be tabled until after the May 8<sup>th</sup> meeting.

### **OLD BUSINESS**

### **HOMEWORK**

All – review Housing Action Plan and Title 17 changes. Comments to SCJ by 5/8.

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:00 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk