

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
AUGUST 14, 2023, 7 PM**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 7:01 p.m.
Planning Commission Chair Jody Emra 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

Jenni Anderson
Brenda Whitehorn
Tony Farnham
Jodi Schrader

ANNOUNCEMENTS AND MAIL RECEIVED

None

MEETING MINUTES

REGULAR MINUTES OF JULY 13, 2023 MINUTES

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes with changes from July 13, 2023. 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

PUBLIC HEARING – SHORELINE MASTER PLAN UPDATE

Planning Commission Chair Jody Emra stated this is specifically on the agenda to get a motion for recommendation to City Council for adoption. There isn't a Public Hearing sheet to guide us, so we'll improvise. No member of the Planning Commission is going to benefit from this plan.

Planning Commission Member Larry Kulesza stated they also need to ask if there is anyone who has any objections to the Planning Commission being part of the process. The Shoreline Master Plan is a County wide thing.

Jenni Anderson from Stevens County Land Services Division as the Supervising Planner and is responsible for technical documents. The Shoreline Management Act directs jurisdictions to have a plan if they are located near a major body of water. The Shoreline Management Act started in 1971. In 2003 there were significant changes and updates done to the act. Mandated jurisdictions must have Shoreline Master Plans. Kettle Falls has 100x100 feet square of shoreline which mandates the City to have a Shoreline Master Plan in place. In 2017 a partnership was created between Kettle Falls, Marcus and Northport.

There is consistency in the regulations and it is required by state law. Between 2017 and 2019 a plan was adopted and is still in effect today. The Department of Ecology states the plan should be updated every 8 years. There have been no significant changes to the 2019 document. Stormwater was incorporated into the document. The current document needs a formal adoption and an Ordinance created. Jenni stated she would be presenting this same information tomorrow night at the City Council meeting. The final review by the County Commissioners will be on September 5th.

Planning Commission Chair Jody Emra asked if anyone had any more questions?

Planning Commission Member Larry Kulesza stated on page 106, says the Planning Commission is vested with the responsibility to review the SMP as part of the SMP updates and will make recommendations to the City Council/County Commissioners. Specifically to Kettle Falls, it says the Planning Commission is responsible to review variances or conditional use permits and make recommendations to City Council/County Commissioners as applicable. There appears to be just technical corrections.

Planning Commission Chair Jody Emra asked if there was any Public Comment? There was none. Jody then closed the Public Hearing portion of the meeting.

Planning Commission Member Larry Kulesza stated he motioned to advise the City Council to adopt the amended Shoreline Master Program as it has been presented. Planning Commission Vice Chair Nick Gourlie seconded the motion. Motion passed.

PANORAMA RV PARK

Planning Commission Member Larry Kulesza stated it has been a long process. He stated he wanted to read the finding of fact information into the record. The City Council approved the application and variances in 1993. Larry motioned to send his finding of facts to the City Council and recommend action. The City Council will say yes or no and then put into process.

Planning Commission Chair Jody Emra asked for the motion.

Planning Commission Member Larry Kulesza motioned that the Planning Commission recommend to City Council to adopt suggested actions in the preliminary finding of fact 23-02 to use status of Panorama RV Park. Planning Commission Vice Chair Nick Gourlie seconded the motion. Motion passed. There is a City Council meeting tomorrow where I will give my report and make this recommendation if I can get on the agenda.

PARKS PLAN UPDATE

Planning Commission Vice Chair Nick Gourlie stated Alicia Ayars, SCJ, sent a draft of the Codified Plan. (only Nick received this document – he will email to the group later). It's a cut and pasted version of what we have. They created the official formatting.

Planning Commission Member Larry Kulesza stated there is a webinar for the RCO Grant tomorrow at 10 am.

Planning Commission Vice Chair Nick Gourlie stated the application deadline was moved and is now due Sept. 18. It will then be reviewed and be awarded in October. Alicia Ayars sent out an updated Parks plan.

Planning Commission Chair Jody Emra stated there was a memo from City Superintendent Dave Willey stating there will be 2 trees removed from the Park as they are rotting.

REVIEW 2023-24 GOALS

Planning Commission Member Larry Kulesza stated they really needed Alicia for this. Larry stated he spoke with Clerk/Treasurer Raena Hallam about this. There is budget planning next month. Larry stated they need to do the Ordinance patch model. Update the fencing/screening section. The City Council passed the amended Ordinance making the Administrator/Designee the Planning Commission.

Planning Commission Vice Chair Nick Gourlie asked about everything in the zoning section?

Planning Commission Member Larry Kulesza stated everything. Need to change the definition and refer to the Administrator/Designee change to the Planning Commission. They could allow a Duplex in the SFR zone. That way Mr. Geisler, if he still wants to proceed with building a duplex, can proceed and it would require a Public Hearing.

Planning Commission Chair Jody Emra stated they could just do patches for now. There is no time for an overhaul.

Planning Commission Member Larry Kulesza stated under Plan Development, Singers is changing. There is a contradiction in the wording. It would be useful going forward. It would need to be a Binding Site Plan for the present plan. This would give developers a chance to present options.

Planning Commission Chair Jody Emra stated the priority is Title 17 but just do patches for now.

Planning Commission Vice Chair Nick Gourlie stated the minimums in the square footage needs to be consistent.

Planning Commission Member Larry Kulesza stated they can discuss that. They could eliminate the Duplex/Manufactured Home zone. A Conditional Use Permit would work. The RCW states it should be dealt with same as a regular house.

Planning Commission Vice Chair Nick Gourlie stated they could get the patches done by the end of the year.

Planning Commission Member Larry Kulesza stated it all can go into one ordinance. Need to tweek the rules of engagement.

Planning Commission Chair Jody Emra stated the Ordinance can cover four patches.

Planning Commission Member Larry Kulesza stated he would draft a list. Clerk/Treasurer Raena Hallam can work with SCJ and the City Attorney on the wording.

PLANNING COMMISSION APPOINTMENT AND TERMS

Planning Commission Member Larry Kulesza stated the Ordinance states a term ends/expires on the second Monday in the January following the end of year of service. Chapter 2.12 has not been updated since 1978. Larry will draft something by the next meeting for modifications to the Bylaws. The Ordinance change will clarify the term of office. Needs to change the term of office from 6 years to something less.

Planning Commission Chair Jody Emra stated the person that was replaced has different expiration dates.

Planning Commission Member Larry Kulesza stated legally it's an invalid position.

Planning Commission Chair Jody Emra stated they need to change the wording.

Planning Commission Vice Chair Nick Gourlie asked if there are official seats?

Planning Commission Member Larry Kulesza stated there is no history of seats.

OLD BUSINESS

HOMEWORK

Planning Commission Member Larry Kulesza stated the Terry Lee information was received at the last meeting. Larry stated he went to Colville to clarify the documents submitted by Terry Lee. Terry Lee crossed out information on one of the papers. Larry stated Colville allows a house with a minimum of 320 sf as long as it's on a permanent foundation and meets all requirements. Larry also spoke with someone from Chewelah and their code requires a covered parking space and a storage shed with their small homes. On the HB 1110 Fact Sheet, Kettle Falls population is below the required size making them exempt from this. Larry stated they had an Action Plan from the Comprehensive Plan update that should be reviewed to see what has been done and what needs to go on the Priority list. The Housing Action Plan has too many graphics for his liking. Larry provided a handout from Walla Walla. The market price of housing will not solve the problem of diversity and affordability. The Department of Commerce has a 2 million dollar grant for infrastructure for affordable housing. It's open until October 2.

Planning Commission Vice Chair Nick Gourlie stated it would depend on the costs staying within limits.

Planning Commission Member Larry Kulesza stated with the Terry Lee project, there is no guarantee of affordable housing.

Planning Commission Chair Jody Emra stated Terry Lee will be on the September agenda.

Planning Commission Member Larry Kulesza stated he will send links to the articles noted in the handouts.

Planning Commission Vice Chair Nick Gourlie stated with rent control landlords can't keep up with the maintenance of the rentals without more funding.

Planning Commission Chair Jody Emra asked if there were any further comments?

PUBLIC COMMENT

None

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 8:17 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk