

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 12, 2024**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 6:55 p.m.
Planning Commission Second Vice Chair Nick Gourlie led 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 Mayor Jesse Garrett, Clerk/Treasurer Raena Hallam, Secretary LeAnne Sanders, Council Member Chris Shurrum, Council Member Mike Weatherman, and Alicia Ayers (SCJ Alliance) via video.

GUESTS

Gary Bellinger and T. Elaine Lewis.

ANNOUNCEMENTS AND MAIL RECEIVED

Secretary LeAnne Sanders provided the Planning Commission copies of emails from the Washington State Recreation and Conservation Office reference spring grant applications and COAF online seminar.

MEETING MINUTES

REGULAR MINUTES OF JANUARY 22, 2024 MEETING

Planning Commission Second Vice Chair Nick Gourlie motioned to approve the minutes from the January 22, 2024 meeting as presented. 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.

NEW BUSINESS

440 MEYERS STREET – CONDITIONAL USE PERMIT

Elaine Lewis introduced herself to the Planning Commission and stated she is a physical therapist and works with a non-profit, The Rose Garden. She stated Gary Bellinger, who was also present, is purchasing the building at 440 Meyers Street and he would like to live in the apartment as the property is listed as commercial with a studio apartment. The Rose Garden will be renting the space in the front from Mr. Bellinger.

Clerk Treasurer Raena Hallam stated city staff checked for code compliance and a conditional use permit is required for the building to be used as living quarters since the city is unaware of the living quarters.

Ms. Lewis stated she wants to follow the process correctly.

Planning Commission Chair Jody Emra stated a conditional use permit application packet will be provided.

Ms. Lewis also asked if a handicap parking space can be added in front of the building for clients. Mayor Jesse Garrett stated there can be no parking in front of the building at night.

Planning Vice Chair Larry Kulesza stated the curb will need to be modified for a handicap space.

Mayor Jesse Garrett stated Ms. Lewis will need to work with the Planning Commission and City Council on the handicap space.

Planning Commission Chair Jody Emra stated the process is to take the application, fill it out and return to City Hall. Then SCJ Alliance will review the application for completeness and if complete, the Planning Commission can schedule a special meeting. If the application is not complete, they may be asked for more information.

Ms. Lewis and Mr. Bellinger was given the Conditional Use application and process information.

PLANNING PROCESS

Planning Commission Chair Jody Emra gave a brief overview of the planning procedure process that was handed out to the Planning Commission. She stated they are basically alike except for Type I, which does not go through the public hearing process. She further stated this process is being created as there has been some lack of communication on how the decisions are being made and this provides clarity for the process.

Mayor Jesse Garrett stated a Type 1 review is still approved by the Planning Commission. He stated the reason for the process is that a couple of the applicants thought their applications were complete and they were not. He stated SCJ Alliance is the contract planner, and it is their responsibility to review the application, not to make the decision on the approval, but to make sure the information presented to the Planning Commission is correct.

Alicia Ayers, SCJ Alliance stated she is to review and check for completeness and get the notice of completeness and other correspondence out.

Mayor Jesse Garrett stated he recommends Alicia sign documents as City of Kettle Falls Contract Planner and SCJ Alliance under her title. He further stated he wants to keep everyone in the loop and would like to see all information come from City Hall.

Planning Commission Vice Chair Larry Kulesza stated he thought the process was for planning commission to review and make suggestions, but it is being presented as already done. He stated in

the past the Planning Commission, Alicia, and the assistant city planner were all involved in the process, now in the new process the assistant city planner is not, is this correct.

Mayor Jesse Garrett stated Larry is not correct in that assumption.

Planning Commission Chair Jody Emra asked Planning Commission Vice Chair Larry Kulesza if he is stating he wants the assistant city planner added into the review process.

Planning Commission Vice Chair Larry Kulesza stated he wants to see the entire planning commission review this process. He then asked Planning Commission Chair Jody Emra if this was the first time she has seen this document.

Planning Commission Chair Jody Emra said no, she had received it the day before.

Clerk/Treasurer Raena Hallam stated the process comes from the municipal code stating how each type of review is handled. SCJ Alliance, as contract planner, needs to be involved as they do technical review for each process.

Planning Commission Chair Jody Emra stated it spells out how each type of review is to be handled.

Mayor Jesse Garrett stated if the Planning Commission has any questions about an application, they can ask the contract assistant planner to do research or if SCJ Alliance needs someone on the ground here, they can ask the assistant planner to help.

Planning Commission Vice Chair Larry Kulesza suggested the Planning Commission review the handout and if there are any suggestions to present them at the next Planning Commission Meeting.

Planning Commission Second Vice Chair Nick Gourlie asked if this process is going to be formalized and given to people or will it stay internal at City Hall.

Mayor Jesse Garrett stated this process is internal.

Secretary LeAnne Sanders stated each application packet will include the entire process so the applicant is aware of the information they need to provide and the timeline it will take.

Alicia Ayers, SCJ Alliance, stated she will review the applications for completeness and technical review.

Mayor Jesse Garrett stated this process should help streamline the application process and in no way detract from the Planning Commission's involvement. He also stated when the planning fee schedule is reviewed, he would like it to include the applicant pays for any additional costs incurred by staff, assistant planner and/or contract planner to make the application complete.

Planning Commission Vice Chair Larry Kulesza suggested putting a heading on the handout that gives an introduction, and he is not arguing with the principal.

Planning Commission Second Vice Chair Nick Gourlie stated there is an inconsistency from the Project Review Classification and Type II review on the new process in Step 7, which states the Planning Commission conducts public hearings and makes recommendations to council. The Project Review states the Planning Commission holds public hearings and approve, approve with conditions, or deny. He stated they just need to be consistent.

Planning Commission Chair Jody Emra stated the Planning Commission can use this process as a tool in the future.

OLD GROUCH SIGN

Planning Commission Chair Jody Emra stated she reviewed the letter from Carrie Paetsch from Kettle Falls Chamber, and the Finding of Fact from Larry Kulesza from 2021 and asked Larry to explain.

Planning Commission Vice Chair Larry Kulesza stated he is planning to attend the next Chamber of Commerce meeting and going to suggest the cost to put the old grouch sign on the back of the east side Kettle Falls sign be split three ways. He spoke with Clerk Treasurer Raena Hallam and asked if part of the money could come out of the tourism fund, and she told him tourism funds could be used for this project. He further stated Kettle Falls Planning Commission acts as the Historic Preservation committee, so the Planning Commission could use these funds for a third of the project leaving a third to be paid for by Chamber.

Planning Commission Vice Chair Larry Kulesza will update the Planning Commission at the next meeting.

Planning Commission Chair Jody Emra stated she would like to make a correction in the minutes to state she received the planning process after the last council meeting when she had stopped by City Hall.

COAF GRANT

Planning Commission Vice Chair Nick Gourlie stated the preapplication deadline is coming up and once the preapplication is approved then a full proposal will be submitted. He asked if anyone had any changes before submitting the application.

Planning Commission Vice Chair Larry Kulesza stated he would like to see one deciduous tree pruned that is blocking the lights. Some lights are not working, and he believes it may be a technical issue. Also, he could not find the controller for the new scoreboard and will check with City Superintendent Dave Willey.

After further discussion, Planning Commission Vice Chair Larry Kulesza stated he would have an estimate to resod the baseball field and to fix the lights at Happy Dell Park for Planning Commission Vice Chair Nick Gourlie before the next meeting.

Planning Commission Second Vice Chair Nick Gourlie stated he would have the preapplication ready for the Planning Commission to review at the next meeting.

OLD BUSINESS

HOUSING ACTION PLAN AND COMP PLAN REVIEW

Alicia Ayers, SCJ Alliance, stated Kettle Falls needs to have the Comprehensive Plan updated by 2027. Alicia shared with the Planning Commission a chart on how the process is moving across the state. She stated Kettle Falls should receive around \$125,000 to do the update and be able to access the funds for reimbursement around June 30, 2025.

Planning Commission Vice Chair Larry Kulesza stated he felt if the plan is started June 30, 2025, and the deadline is December 31, 2027, the timeline should be met.

Planning Commission Second Vice Chair Nick Gourlie asked who all works on the Comp Plan.

Planning Commission Vice Chair Larry Kulesza gave a brief history of how the last Comp Plan was updated.

Alicia gave an update on the Climate grant through the Washington State Department of Commerce. She stated funding opens this summer and the Planning Commission needs to decide if now is the time to apply.

Alicia stated the Housing Action Plan was funded by a Department of Commerce grant and she has not seen any funding resurface to update the plan. She stated If she sees any changes in funding, she will let Planning Commission know.

LINTON ANNEXATION UPDATE

Planning Commission Chair Jody Emra stated she has not had time to review all the documents she received on the Plat Certificate.

Planning Commission Vice Chair Larry Kulesza stated he thought he would receive a copy of the Plat Certificate and did not understand why he was not cc'd on the email.

Planning Commission Jody Emra stated this item will be tabled until the next meeting.

BYLAWS REVIEW

Planning Commission Chair Jody Emra stated in reviewing the by laws and municipal code in order to reset the terms of office an ordinance needs to be done.

Planning Commission Vice Chair Larry Kulesza presented the Planning Commission with a copy of the draft bylaws. He stated the red is language from the Kettle Falls Municipal Code, blue is new language and crossed out is old language. He stated the final draft will go to City Attorney Logan Worley for review.

The Planning Commission will review the draft bylaws and Chapter 2.12 of the Kettle Falls Municipal Code.

PUBLIC COMMENT

PARK

Planning Commission Second Chair Nick Gourlie asked if the Park Plan was sent to City Council. Kettle Falls Planning Commission Chair Jody Emra stated it was presented to the Council for review.

Planning Commission Nick Gourlie stated the Kettle Falls Friends of the Pool and Park met a few weeks ago and the board is organizing a volunteer group to do small maintenance tasks around the park. He suggested putting a list of tasks together and when the volunteer group approaches the city they work from the list.

PLANNING FEES

Planning Commission Vice Chair Larry Kulesza suggested the Planning Commission to review the planning fees and make suggestions as they are changed by ordinance.

HOMEWORK

Planning Commission Vice Chair Larry Kulesza will:

- 2.12 bylaws review
- Review plat certificate Linton Annexation
- Grouch Sign

Planning Commission Chair Jody Emra will:

- 2.12 bylaws review
- Review plat certificate Linton Annexation

Planning Commission Second Vice Chair Nick Gourlie will:

- COAF Preapplication
- 2.12 bylaws review

PUBLIC COMMENT

None

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 8:45 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary/Clerk

