

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
NOVEMBER 18, 2024**

CALL TO ORDER

Chair Jody Emra called the meeting to order at 7:00 p.m. Commissioner Nick Gourlie led the group in the Pledge of Allegiance.

ROLL CALL

Members in attendance included Jody Emra, Nick Gourlie, and Joe Owens.

STAFF

Staff in attendance included LeAnne Sanders, Council Member Chris Shurrum, Council Member Michael Weatherman, and Mike Manning (SCJ Alliance) via video.

GUESTS

Don and Laura Wilson and Dan Sessman.

ANNOUNCEMENTS AND MAIL RECEIVED

There were no announcements or mail received.

MEETING MINUTES

REGULAR MINUTES OF OCTOBER 14, 2024, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of October 14, 2024, meeting as presented. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES, and Commissioner Joe Owens – YES. Motion passed.

CLOSED

NEW BUSINESS

DON AND LAURA WILSON – 7TH AVENUE AND IVY STREET

Don and Laura Wilson were present to discuss with the Planning Commission the survey they had done on their property at 705 Ivy Street (Lots 5 and 6, Block 35, Meyers Falls). Don Wilson stated the survey showed the property line that abuts 7th Avenue as being in the middle of their neighbor's driveway, to the west, is approximately 8 feet past their fence.

Laura Wilson stated they wanted to be good neighbors and are thinking of moving their property line to the fence and giving their neighbor the eight feet. She stated they hired 49 Latitude Land Survey based out of North Dakota to survey their property and Ben Ross is the person they had do the work.

Commissioner Nick Gourlie stated if a Lot Line Adjustment is needed the tax assessments will change for each parcel.

Chair Jody Emra asked if they had discussed the survey with their neighbor.

Laura Wilson stated yes, and Dan Sessman is in favor of the Lot Line Adjustment if one is needed.

Don Wilson stated they did not have a copy of the recorded survey.

Secretary LeAnne Sanders reviewed the plat map of Meyers Falls which shows Lot 6 abutting 7th Avenue being 40.16 feet wide with the south line abutting the alley is 50.22 feet wide and Lot 5 abutting 7th Avenue and the alley is 50 feet wide. The total lot width on 7th Avenue would be 90.16 feet and abutting the alley 100.22 feet.

After further discussion, Chair Jody Emra suggested Wilson's wait to see if the legal description reads 90.16 feet abutting 7th Avenue or 100 feet before deciding on a Lot Line Adjustment.

OPEN

OLD BUSINESS

HAPPY DELL PARK LIGHTS

Secretary LeAnne Sanders stated Floener Electric was able to get all the lights working except the northwest corner light. She stated to repair the light a new cable would need to be put in from the concession stand. She also stated the cost to repair the lights was \$2,095.91, which was paid out of the Parks Capital Outlay Fund.

Council Member Mike Weatherman stated he understood if the northwest corner light is to be repaired it will require additional electrical work in the concession stand building.

Commissioner Nick Gourlie asked for an estimate from Floener Electric to repair the northwest corner light.

OPEN

PLANNING COMMISSION BYLAWS

Commissioner Nick Gourlie stated now that he has the draft zoning update done, he will start working on the bylaws. He stated the bylaws should mimic the municipal code.

The Planning Commission discussed changing the meeting time from 7:00 p.m. to 6:00 p.m., adding in the conflict-of-interest language and changing the terms from six years to four years.

OPEN

TITLE 17 ZONING UPDATES

Commissioner Nick Gourlie presented the draft update of Title 17 he prepared for Planning Commission. He said there are two packets to the maps, one is current zoning and the other is the projected new zoning to include if every single property in the UGA (Urban Growth Area) is annexed. He stated he is not expecting any decisions tonight but would like everyone to review it and make comments at the next meeting.

Commissioner Nick Gourlie stated in reviewing the current zoning map he did not see any C-3 zones which are heavy commercial, then read the definition for C-3 to those in attendance.

The Planning Commission discussed new language for the zones and how the zones were incorporated into the map. R-1 is high density, R-2 is medium density, R-3 is low density and M-U is mixed use.

Commissioner Nick Gourlie stated in preparing these new zones he tried to make sure there are no non-conforming uses of properties in the zones and that each lot will meet the standards as they are in Title 17. He stated in the draft document the items underlined language are the changes to the code and reviewed and explained each one. He also stated items highlighted in the use matrix are changes to review as well.

The Planning Commission reviewed the items in question from Mayor Jesse Garrett. Commissioner Nick Gourlie stated these will be addressed in the zoning matrix and there may need to be some changes or additions to the definitions, and they will discuss this further at the next meeting.

Chair Jody Emra discussed the Call-to-Action meeting she attended in Colville addressing rehabilitation facilities and wants to make sure planning commission addresses where these facilities can be located and distances from schools, retirement homes, day cares, etc.

Commissioner Nick Gourlie stated to apply footnote five, in the matrix, to these facilities which state they must be located at least 1,000 feet from any schools, museums, libraries, parks or youth-oriented businesses.

Commissioner Joe Owens suggested changing the 1,000 feet from schools and daycares to 2,000 feet.

Mike Manning, SCJ Alliance, stated he wants to take more time reviewing the draft update and take some notes. He also stated SCJ Alliance could help with the mapping once the decisions are made on what it will look like and commended Nick for the work he put into the update.

Commissioner Nick Gourlie recommended reviewing the notes in the back of the packet. He also emailed the members the ADU (Accessory Dwelling Units) requirements, and it states you must allow two ADU's per property whether it is addressed in the zoning code or not and the state law takes precedence over local zoning codes and encouraged everyone to review it.

After further discussion, Commissioner Nick Gourlie suggested reviewing and auditing with the old Title 17 to make sure this is the direction the planning commission wants to go.

Chair Jody Emra stated in the matrix table the manufactured home, modular home and mobile home was confusing and thought some of them were going to be removed.

Commissioner Nick Gourlie suggested reviewing the definitions for each and removing the ones that are no longer needed.

Council Member Chris Shurrum asked if there was anything in Title 17 that addresses energy usage for heat or power.

Commissioner Nick Gourlie stated that would be in the building code.

OPEN

LINTON ANNEXATION UPDATE

Mike Manning, SCJ Alliance, stated he will have the notice of public hearing on the Linton Annexation ready by this Wednesday to be published with the first Public Hearing scheduled for the Planning Commission meeting of December 9, 2024.

Council Member Chris Shurrum asked if there was anything that could make the Linton process quicker.

Chair Jody Emra stated at first there was a discrepancy with the deeds and road access which took time to research and rectify so now it should be quicker.

Mike Manning, SCJ Alliance, stated it could take up to six months for the state to certify it.

OPEN

HOMEWORK

Planning Commission Chair Jody Emra will:

- Title 17 - Zoning Updates
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Planning Commission Second Vice Chair Nick Gourlie will:

- Title 17 - Zoning Updates
- Bylaws
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Planning Commission Member Joe Owens will:

- Title 17 - Zoning Updates
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PUBLIC COMMENT

As there was no Public Comment, the Planning Commission moved on to Adjournment.

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 8:20 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary/Clerk