

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
OCTOBER 14, 2024**

CALL TO ORDER

Chair Jody Emra called the meeting to order at 5:08 p.m. Commissioner Joe Owens led the group in the Pledge of Allegiance.

ROLL CALL

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

STAFF

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

GUESTS

Kathy Ballew and Evelyn Florio.

ANNOUNCEMENTS AND MAIL RECEIVED

There were no announcements or mail received.

MEETING MINUTES

REGULAR MINUTES OF SEPTEMBER 9, 2024, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of September 9, 2024, meeting as presented. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, and Commissioner Nick Gourlie – YES. Motion passed.

CLOSED

NEW BUSINESS

LINTON PREAPPLICATION MEETING

Chair Jody Emra updated the Planning Commission on the pre-application meeting with John and Robyn Linton. The Linton's submitted an application to annex a little over seven acres. She stated Mike Manning, SCJ Alliance, will be doing the paperwork and the Planning Commission will hold public hearings for this application which may take up to a year to complete.

Mike Manning, SCJ Alliance, stated this will annex in as single-family residential zone and more than likely be on the agenda by the end of the year.

Commissioner Nick Gourlie asked why it will take a year.

Mike Manning stated once the annexation is through the city proceedings it must go through the Washington State Department of Commerce process.

Chair Jody Emra stated at this time Linton's have no development plans, they are just going to continue farming the land, but it could be sold to developers.

Commissioner Nick Gourlie stated when development starts the planning commission will need to review the code as to how many lots/homes there can be before a second access is required.

OPEN

OLD BUSINESS

PICKLEBALL SIGNS

Kathy Bellew and Evelyn Florio were present to show the planning commission the signs they would like to place at the tennis courts. Kathy Bellew asked if they could put up a practice board on the west side of the court and possibly wind screens. She stated the wind screen would be see through and placed on the sides the winds come from as a lot of tennis and pickleball courts use them. She also asked if a bench could be placed inside the court on the park side of the court and discussed putting up a sign in memory of Joanie Holliday.

Evelyn Floria stated they have the funds to pay for the signage.

Commissioner Nick Gourlie asked what size the court rules sign would be.

Kathy Bellew stated the signs would be approximately 12" by 18" and placed by both entrances of the court.

Chair Jody Emra stated if the sign in memory of Joanie Holiday is approved it should be placed on the bench if the bench is approved.

Commissioner Nick Gourlie suggested Kathy and Evelyn check with the school on placement of the bench to make sure they do not have any issues with it being inside the court area.

After further discussion, Commission Nick Gourlie made a motion to approve the posting of the court rules signs to be placed by the entrances of the tennis courts. Commissioner Joe Ownes seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES. Motion passed.

Chair Jody Emra stated the City Council meets tomorrow night and she will report the Planning Commission's recommendation to post the court rules signs. She further stated the planning

commission will wait on the bench until the size and design of the bench has been decided. She also stated she would like to see the sign in memory of Joanie Holiday placed on the bench.

Kathy Bellew also discussed they would eventually like to have security cameras and lights at the courts too.

OPEN

HAPPY DELL PARK LIGHTS

Secretary LeAnne Sanders stated the bill from Floener Electric to troubleshoot the lights at Happy Dell Park was a little over \$1,400.00 and the estimate to repair the lights is approximately \$2,200.00. The money to repair the lights will come out of the regular park fund not the planning commission park fund and the work is scheduled for Monday, October 21, 2024.

Council Member Mike Weatherman ask if the tree that fell by the stage had been removed.

Commissioner Nick Gourlie stated he heard the City is waiting for the insurance company to look at it.

OPEN

PLANNING COMMISSION BYLAWS

Chair Jody Emra stated she noticed in Article 5. Officers, it states elections will be at the first regular meeting after the second Monday of January of each year and she thought that was changed to December so the new officers would start in January.

Commissioner Nick Gourlie stated he remembers talk on changing it but thought it may be the terms expire in December.

Chair Jody Emra stated it would be in February as it would be the first regular meeting after the second Monday in January.

Commissioner Nick Gourlie stated it makes sense and he will take another look at it.

Chair Jody Emra stated she also noticed in Article 9. Annual Report, the report will be in writing. She stated she goes to the first Council Meeting after planning commission meetings and gives verbal reports.

Commissioner Nick Gourlie suggested changing the language to read the report could be in person or in writing that way if someone was unavailable to attend the council meeting it would be in writing.

Chair Jody Emra also ask if the Planning Commission meeting time could be changed from 7:00 p.m. to 6:00 p.m.

Commissioner Nick Gourlie stated he will check the municipal code and comprehensive plan to make sure there are no redundancies.

OPEN

TITLE 17 ZONING UPDATES

Commissioner Nick Gourlie stated he did not get the packet completed but he wanted to discuss removing the minimum square footage requirement for the house in Title 17. He stated right now it is 800 square feet for a stick build home and 1,000 square feet for a manufactured home.

Chair Jody Emra stated personally the way things are going square footage sizes should be removed. She also stated discussion was to remove the manufactured home zone too.

Commissioner Nick Gourlie stated one of the main arguments to not remove minimum square footages is density, but that could be controlled through maximum lot coverage size and minimum lot sizes. He stated the thought was to have High Density, Medium Density and Low Density. High Density is the historical Blocks 1 – 49, Medium Density is Evergreen and Singers and Low Density would be the area with larger lots along Riverview.

Chair Jody Emra stated land that is annexed should be medium density and not high density.

Mike Manning, SCJ Alliance, stated property should annex in as the same zone it abuts. He also stated planning commission may want to designate land use zones for the Urban Growth Area (UGA) when updating the comprehensive plan.

Commissioner Nick Gourlie stated density problems come from building the largest size home you can on a lot, not from building smaller homes on larger lots. Currently the minimum house size outside the historical area is 1,000 square feet.

Mike Manning, SCJ Alliance, stated he is encouraging planning commission to look at the new legislation concerning accessory dwelling units, he is not sure if it has all been approved, but it is going to require each jurisdiction to allow two dwelling units per parcel. He stated the City still has the right to set their ADU standards and the way to navigate this will be to have good ADU standards.

Commissioner Joe Owens asked if the reason for the 1,000 square foot minimum on manufactured homes is not to have single wide homes in the city.

Chair Jody Emra stated that is correct, but the manufactured home zone is being removed because it is no longer allowed to designate certain areas for manufactured homes. She also stated she does not have a problem with the new single wide manufactured homes as they have decks and peaked roofs, they do not look like the old single wide homes.

Commissioner Nick Gourlie stated when a manufactured home is placed outside of a park, they follow the International Building Code and placed on foundations and ones placed in mobile home parks are blocked with skirting around the bottom and are usually single wide homes.

It is the consensus of the Planning Commission to remove the minimum square footage requirement of homes.

OPEN

HOMEWORK

Planning Commission Chair Jody Emra will:

- Title 17 - Zoning Updates

Planning Commission Second Vice Chair Nick Gourlie will:

- Title 17 - Zoning Updates
- Bylaws
-

Planning Commission Member Joe Owens will:

- Title 17 - Zoning Updates
-

PUBLIC COMMENT

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

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 6:10 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary/Clerk