

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 18, 2023, 7 PM**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 7:00 p.m.
Planning Commission Vice Chair Nick Gourlie 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

Jay Kenner
Jodi Schrader

ANNOUNCEMENTS AND MAIL RECEIVED

None

MEETING MINUTES

REGULAR MINUTES OF AUGUST 14, 2023 AND SEPTEMBER 13, 2023 MINUTES

Minutes were not received by all members so approval will be tabled until next meeting.

NEW BUSINESS

TERRY LEE – PROJECT PROPOSAL

Terry Lee did not show for the meeting.

JAY KENNER – EASEMENT/FENCING

Jay Kenner stated he wants to obtain a legal easement by his Auto Parts store between the store and TJ's restaurant. He shared a map of the properties. If he wants to sell his lots located behind the Auto Parts Store he needs access.

Planning Commission Member Larry Kulesza stated the parcels (1917240 and 1917000) are land locked. The question is how big does the easement need to be? Research will need to be done to find out. These parcels cannot get water or sewer unless they are annexed into the City. The parcels are in the UGA but outside the City limits.

Commission Chair Jody Emra stated Larry will do some research and talk to the City Superintendent Dave Willey.

Planning Commission Member Larry Kulesza stated Mr. Kenner would have to annex into the City to get City services.

RCO GRANT UPDATE

Planning Commission Vice Chair Nick Gourlie stated the grant application has been submitted. He brought a copy of the grant budget to share. Lighting was eligible but not included in this application. The staff at RCO are new for this grant funding. City Council needs to pass a Resolution to give authorization to the Planning Commission members to apply for grants. After the Resolution is completed, Nick will forward to the RCO contact person. The Resolution will be completed at the City Council meeting tomorrow night. Nick submitted pictures with the grant application.

Planning Commission Chair Jody Emra stated approval was given in the minutes but a Resolution is needed?

Planning Commission Vice Chair Nick Gourlie stated it's the same authorization. The Mayor and Clerk/Treasurer, Raena Hallam approved.

Planning Commission Member Larry Kulesza stated the grant funding will be approved at the end of October. Funding will be announced at the end of October.

Planning Commission Vice Chair Nick Gourlie stated RCO will review the application and if they have any questions will contact him and ask any questions they might have.

TITLE 17 PATCHES

Planning Commission Member Larry Kulesza stated he brought a spreadsheet to share. Number 2 on the list, Planning Commission as Administrator in Type I reviews. The City Council motioned to authorize the Planning Commission to serve as the designee on Type I reviews. Items 3,4, and 5 are goals. We are not going to get all of the Title 17 changes done this year. Mr. Geisler wants to build a duplex in Historic Kettle Falls. #3 (Eliminate Duplex and Manufactured Home Districts). Duplexes are approved under the RCW to be included in Residential Zoned areas. We can do temporary permits for Duplexes under a Conditional Use Permit in Residential Zones. Would like to change the CUP to be tied to the property not the owners. Under the Planned Development Application – it gives the City the flexibility to do zone changes/zone regulations. Developers can do Binding Site Plans and eliminate platting. We also need to update the Planning Commission Bylaws/Terms of Office. Need to submit and Ordinance for both.

OLD BUSINESS

HOMEWORK

Planning Commission Member Larry Kulesza will research road requirement/easements for Mr. Kenner.

Planning Commission Chair Jody Emra asked if Mr. Kenner had a fencing requests? He stated no.

Planning Commission Vice Chair Nick Gourlie stated the grant people will get back to us if they have any questions.

Planning Commission Member Larry Kulesza stated they needed to get City Council authorization to apply for the next grant. What goes in the next grant? The next grant is called "Outdoor Capital Expenditures".

Planning Commission Chair Jody Emra asked if it included projects requiring breaking ground?

Planning Commission Member Larry Kulesza stated it did. It also includes things like ADA items and lights for the ballfield, fence repair. We could replace the chain link fence at the tennis courts and add lights. We can add solar lights to the Skate Park. That's a wish list item. The next grant is \$1.2 Million with no matching funds.

Planning Commission Chair Jody Emra stated now that Nick has grant application experience we can work on a list for the next grants. What about Title 17 patches?

Planning Commission Member Larry Kulesza stated he will talk to the Clerk/Treasurer, Raena Hallam about the intentions and run it by the City Attorney and SCJ.

Planning Commission Vice Chair Nick Gourlie stated it would be useful to clarify the height differences are between a Residential property and a Commercial property. Fencing can only be 6 feet high between residences but could be up to 8 feet if it's between a residential property and a commercial property with the top 2 feet being see through.

Planning Commission Member Larry Kulesza stated he's working on a rough draft for the Resolution, the basis for screening/and fences between a residential and commercial property.

Planning Commission Vice Chair Nick Gourlie stated Larry can push and Ordinance patch forward.

PUBLIC COMMENT

None

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 7:35 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk