

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
MAY 22, 2023, 7 PM**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:02 p.m.  
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 Clerk/Treasurer Raena Hallam, Kathi Merrill, Alicia Ayars (SCJ – via phone)

**GUESTS**

None

**ANNOUNCEMENTS AND MAIL RECEIVED**

Planning Commission Chair Jody Emra stated she received a letter from the Northeast Washington Association of Realtors stating they were providing the Planning Commission with a magazine that would provide a resource for reference in making decisions that enhance the quality of life for residents of Kettle Falls. The magazine was shared with all members in attendance.

**MEETING MINUTES**

**REGULAR MINUTES OF APRIL 24, 2023 AND MAY 8, 2023 MINUTES**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes from April 24 and May 8, 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**

**HOUSING ACTION PLAN DISCUSSION**

Planning Commission Chair Jody Emra asked the group if anyone had any comments on the Housing Strategies and Actions document Alicia Ayars sent out last week?

Planning Commission Vice Chair Nick Gourlie stated the first bullet under Strategy #1 could be struck as it is the same as Strategy #2.

Planning Commission Chair Jody Emra stated she liked the wording of the last sentence under Strategy #2. Jody stated the language was confusing around the photos.

Planning Commission Member Larry Kulesza stated it appears different in the large document as opposed to the new short document.

Planning Commission Chair Jody Emra stated it needs different language.

Planning Commission Vice Chair Nick Gourlie stated the definition is different and Title 17 has its own definitions. It needs to be broader for Tiny Homes. Just keep first bullet only. The rest of the bullets are redundant to Strategy #1.

Planning Commission Chair Jody Emra stated she has an issue with the Tiny Home definitions. She thinks Tiny Homes just need to be struck out.

Mrs. Alicia Ayars stated for clarification the group is asking to take out the first two paragraphs and take out bullets 2 to 6. Need to rewrite it to be more general for Planned Development.

Planning Commission Chair Jody Emra stated it needs smaller home sizes and remove similar to Manufactured Homes.

Planning Commission Member Larry Kulesza stated Strategy #2 includes Strategy #3 information.

Planning Commission Vice Chair Nick Gourlie stated it needs more Planned Development Strategies.

Planning Commission Member Larry Kulesza stated the goals are for Planned Development and Binding Site Plans. Larry asked how much could be changed and not affect the SEPA?

Mrs. Alicia Ayars stated if Strategy #2 was struck the SEPA timeline may need to be extended.

Clerk/Treasurer Raena Hallam stated the SEPA notice has been advertised.

Planning Commission Member Larry Kulesza asked what the timeline was for the SEPA?

Mrs. Alicia Ayars stated the notice has been issued.

Clerk/Treasurer Raena Hallam stated the SEPA is out for comments. The deadline for the comments is May 30.

Planning Commission Vice Chair Nick Gourlie asked if they could strike things out?

Planning Commission Member Larry Kulesza stated they needed to make the language more theoretical rather than specific. Larry asked what could be done today without altering the deadline.

Mrs. Alicia Ayars stated any broad sweeping changes, large changes could change the SEPA. Rephrasing the wording will not change the SEPA.

Planning Commission Vice Chair Nick Gourlie stated the Strategy for Planned Development and Binding Site Plans need the description changed.

Mrs. Alicia Ayars stated they could remove the Tiny House references.

Planning Commission Member Larry Kulesza asked if Strategy #3 could be considered for Planned Development with and Ordinance Patch? Can Tiny homes be discussed later? Use the word "Explore" more.

Planning Commission Chair Jody Emra asked if Strategy 3 could be integrated with Strategy #2?

Planning Commission Member Larry Kulesza stated they needed to avoid major changes.

Planning Commission Chair Jody Emra asked what the consequences would be if they extended the SEPA?

Planning Commission Vice Chair Nick Gourlie stated under Strategy #3, can we take out the second half?

Planning Commission Member Larry Kulesza stated it needs more effective language.

Mrs. Alicia Ayars stated changes can be made and the SEPA could be extended.

Planning Commission Member Larry Kulesza stated he had issues with Strategy #6 Parking. He would like to keep the first and last sentence and strike the rest. Just minor changes.

Clerk/Treasurer Raena Hallam stated the middle paragraph on Strategy #6 could just switch sentences. Somehow integrate the first and third sentences.

Mrs. Alicia Ayars stated she will make the change.

Clerk/Treasurer Raena Hallam asked if Strategy #3 could be changed to 2A? Can innovative housing replace Tiny Homes?

Mrs. Alicia Ayars stated those changes could be made. Can change the word "Adjust" to "Explore".

Planning Commission Member Larry Kulesza stated under Strategy #3, we are not really ready yet to discuss Tiny Homes.

Planning Commission Chair Jody Emra stated she would like to avoid the Tiny Home focus. She would like to strike Strategy #3 and integrate it with #2.

Planning Commission Member Larry Kulesza asked if tiny homes are missing in the Middle Housing Definitions?

Planning Commission Chair Jody Emra stated they could pop the Tiny Home definition into Strategy #2.

Planning Commission Member Larry Kulesza stated there are nine categories of housing and five definitions.

Mrs. Alicia Ayars asked if the group wanted to change Strategy #3 to 2A? She said she could take out the words "adjust and "consider" and replace with "explore".

Planning Commission Member Larry Kulesza stated there are density issues.

Mrs. Alicia Ayars stated she could take out the pictures of Tiny Homes, Light Mixed Use and Non Traditional Housing.

Planning Commission Member Larry Kulesza stated it would flow better. The pictures reinforce the definitions. Don't make definitions specific.

Planning Commission Vice Chair Nick Gourlie stated the only major change was to strike Strategy #3.

Mrs. Alicia Ayars stated she could contact the SEPA Coordinator to see if small changes would be ok. There is still time if they need to redo the SEPA. Alicia asked the group if they still wanted to strike Strategy #3? If the group decided to strike Strategy #3 there are would be implications in the Monitoring Plan.

Planning Commission Chair Jody Emra stated she would like to leave Strategy #3 and just make the adjustments.

Clerk/Treasurer Raena Hallam stated under Strategy #3 they could eliminate paragraph one and start with paragraph 2. The rest is redundant.

Mrs. Alicia Ayars stated she would adjust the language in Strategy #3. She will replace "Adjust" with "Explore". She will delete the first paragraph and start with the second paragraph. Under the bullets, she will use Explore as the first word and she will delete the fourth bullet.

Planning Commission Vice Chair Nick Gourlie stated they needed to change the wording to fit with the title.

Planning Commission Member Larry Kulesza stated the bullets go with the Senate Bill 5383.

Planning Commission Chair Jody Emra stated they should leave the Tiny Home stuff in. Jody asked if they would get an update of this document to review?

Clerk/Treasurer Raena Hallam asked if they needed to make a motion to recommend to City Council?

Mrs. Alicia Ayars stated "yes".

Clerk/Treasurer Raena Hallam stated the group could have a special meeting before City Council meets on June 6<sup>th</sup>.

Planning Commission Chair Jody Emra asked if they could do a motion now? With amendments?

Planning Commission Member Larry Kulesza stated they should make a motion to amend the document.

Clerk/Treasurer Raena Hallam stated they could meet to make final changes if needed.

Planning Commission Member Larry Kulesza stated he was making a motion to recommend that the City Council adopt the Kettle Falls Housing Action Plan with amendments as discussed. Planning Commission Vice Chair Nick Gourlie seconded the motion. Planning Commission Member Larry Kulesza – YES. Planning Commission Vice Chair Nick Gourlie – YES. Motion passed.

## **2023 GOALS REVIEW**

Planning Commission Member Larry Kulesza stated the zoning map in the Housing Action Plan is incorrect. The Bylaws are a work in progress and need to be updated. Under Terms of Office, there should be staggered terms. Those terms need to be clarified. This can be discussed at the next meeting. Would like to reduce the term from six years to two.

Planning Commission Chair Jody Emra stated they needed to update the Bylaws before they get new recruits.

Planning Commission Member Larry Kulesza stated it should show on the agenda as a work in progress. The Ordinance will need to be updated. The RCW has newer language.

Clerk/Treasurer Raena Hallam stated changing term limits will take an Ordinance change.

Planning Commission Member Larry Kulesza stated it's a matter of clarifying.

Planning Commission Chair Jody Emra stated they need to work on Title 17 updates.

Planning Commission Member Larry Kulesza stated they first proposed changes in November of 2021. We discussed an Ordinance Patch vs. Complete Zone Change. The Binding Site Plan needs improvements. Planned Development needs a type of Binding Site Plan. He said he has no zone change issues. The CUP needs updated.

Planning Commission Chair Jody Emra stated they need to discuss the R1, R2 and R3 changes.

Planning Commission Member Larry Kulesza stated those changes could be used now. We don't have a duplex zone. This could create spot zoning. The CUP needs to be a simpler process. It only applies to old Kettle Falls.

Clerk/Treasurer Raena Hallam stated they talked about a patch for Title 17. The Housing Action Plan strategies apply to the Title 17. Should leave it on the list and when Title 17 is talked about they can talk about adopting an Ordinance and fix things.

Planning Commission Member Larry Kulesza stated they have been talking about it since November 2021. He said they have the ability to do a Binding Site Plan and a Conditional Use Permit.

Planning Commission Chair Jody Emra stated the Conditional Use Permit could move to the top of the list. Need to talk about the RV park now.

Planning Commission Member Larry Kulesza stated Panorama RV park was permitted in 1993. It's now a nonconforming use. Can discuss at the next meeting. They have been doing business for a very long time and will continue year round use even with new owners. For future developments it will need to be a Binding Site Plan. The question is "is the current use safe?". Larry doesn't have an issue with the sale of the RV Park. City Council can stop this permit if they decided to. Larry will present the finding of fact at the next meeting. He has a draft of non-renewable conditional use. Need to put the CUP on the agenda for the next meeting.

Mrs. Alicia Ayars stated they discussed the CUP on March 13. She had a concern with the Title 17 Permitted Use Table. She also has a draft of a CUP.

Planning Commission Member Larry Kulesza stated he has not seen a draft.

Planning Commission Vice Chair Nick Gourlie stated Mr. Geisler needs a Conditional Use Permit. Need to review both documents.

Planning Commission Chair Jody Emra stated the Conditional Use Permit needs to be nonrenewable annually.

Planning Commission Vice Chair Nick Gourlie stated once Title 17 is updated, it needs to be rewritten, the CUP can be used now.

Planning Commission Member Larry Kulesza stated he's been working on the CUP and BSP.

Mrs. Alicia Ayars stated they have been talking about those items.

Planning Commission Vice Chair Nick Gourlie stated he has not seen a draft of the CUP document.

Clerk/Treasurer Raena Hallam stated she's concerned with the size of the agenda. The Pickleball group is doing a presentation on June 12.

Planning Commission Chair Jody Emra suggested they pick up the 2023 Goals at a later date. Can the time of the meetings be changed to 6pm? Is everyone OK with that?

#### **OLD BUSINESS**

#### **HOMEWORK**

Planning Commission Vice Chair stated Kathi found a grant through RCO for \$50,000 to \$100,000 for Parks projects that is due the end of July. This can be added to the agenda for the next meeting.

#### **PUBLIC COMMENT**

None

#### **ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:44 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk