

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
MARCH 11, 2024**

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 7:05 p.m.
Planning Commission Chair Jody Emra led the group in the Pledge of Allegiance.

ROLL CALL

Members in attendance included Jody Emra, Nick Gourlie, and Larry Kulesza.

STAFF

Staff in attendance included Clerk/Treasurer Raena Hallam, Secretary LeAnne Sanders, Council Member Chris Shurrum, and Alicia Ayers (SCJ Alliance) via video.

GUESTS

Sam DiMaggio, Gary Bellinger, and T. Elaine Lewis.

ANNOUNCEMENTS AND MAIL RECEIVED

Planning Commission Vice Chair Larry Kulesza stated he intends to resign from the Planning Commission on or before August 31, 2024, and this should give ample time to recruit someone to ensure the planning commission continues to exist. He stated he will be turning 75 in September.

MEETING MINUTES

REGULAR MINUTES OF FEBRUARY 12, 2024, MEETING

Planning Commission Second Vice Chair Nick Gourlie motioned to approve the minutes of the February 12, 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.

ELECTED OFFICIALS TRAINING MINUTES

Planning Commission Second Vice Chair Nick Gourlie motioned to approve the minutes of the Elected Officials Training 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 – ABSTAINED, Planning Commission Chair Jody Emra – YES.

PUBLIC HEARING

ZONING TEXT AMENDMENT

Planning Commission Chair Jody Emra read the Public Hearing Checklist into the record. She asked if any Planning Commission member stands to gain or lose any financial benefit as a result of the outcome of this Hearing? Planning Commission Second Vice Chair Larry Kulesza – NO. Planning Commission Second Vice Chair Nick Gourlie – NO.

She then asked has any member of the Planning Commission been asked to vote either for or against the matter. Planning Commission Second Vice Chair Larry Kulesza – NO. Planning Commission Second Vice Chair Nick Gourlie – NO.

Planning Commission Chair Jody Emra stated this hearing is for Planning Commission to obtain public input to decide to recommend approval, recommend approval with conditions or denial of the zoning text amendment to allow living quarters in C-1 and C-2 districts.

Clerk/Treasurer Raena Hallam gave the staff report stating several years ago the Planning Commission approved to allow accessory dwellings in the commercial zones. It was changed in the zoning matrix, but the language did not get changed in the definitions. Raena stated she believed Contract Planner Alicia Ayers has drafted some language to allow this use.

Contract Planner Alicia Ayers proposed to add living quarters to the definitions and in the matrix for C-1, C-2, and C-3, with a conditional use permit being required.

Planning Commission Second Vice Chair Nick Gourlie asked why the current definition for accessory dwellings does not work.

Planning Commission Vice Chair Larry Kulesza explained the current accessory dwelling units, attached, and detached, definition refers to primary residence, which means residential. The living quarters definition would be a new definition. He then asked if the accessory dwellings unit(s) in retail/commercial establishments in the matrix should be removed.

After further discussion the Planning Commission proposed to add living quarters to the definitions and matrix and remove accessory dwelling units(s) in retail/commercial establishments from the matrix.

Planning Commission Second Vice Chair Nick Gourlie requested the definition be clear that living quarters are a secondary use in a commercial zone and is not intended to allow commercial buildings being used as residences.

Contract Planner Alicia Ayers suggested adding a footnote at the bottom of the matrix that living quarters may be secondary to retail and/or commercial use.

It was the consensus of the Planning Commission to add a footnote to the bottom of the matrix for clarification.

Clerk/Treasurer Raena Hallam stated the city is making the application as the city found the error.

Planning Commission Chair Jody Emra opened the Public Hearing for public comment at 7:27 p.m. As there was no mail received or public comment, Planning Commission Chair Jody Emra closed the Public Hearing at 7:28 p.m.

NEW BUSINESS

GOLD HILL MANOR LOT CONSOLIDATION

Planning Commission Chair Jody Emra stated Gold Hill Manor application for a lot line adjustment has changed to a lot consolidation to avoid landlocking residential lots. She gave a brief explanation of how the parcels would be consolidated and once the consolidation is done those parcels need to become multi-family. She stated Gold Hill Manor does not plan on building anything on these lots, it will be open space for a garden or dog park.

Planning Commission Vice Chair Larry Kulesza stated he understands what Gold Hill Manor wants but he felt the process is the problem.

Planning Commission Second Vice Chair Nick Gourlie asked Contract Planner Alicia Ayers to explain why it was flagged.

Contract Planner Alicia Ayers stated one of the issues is the zoning, as the larger parcel is zoned multi-family, and the smaller parcels are zoned single family. She stated the switching of Lot A and B, which are zoned single family residential, Lot A would become landlocked. Gold Hill Manor wants to add Lot A to their main lot along with their other two lots, which will need to be rezoned to multi-family which is fine as these lots are adjacent to each other and is not spot zoning. Lot B, with the home, will then become its own lot so it is not straddling both lots.

Planning Commission Vice Chair Larry Kulesza asked if there will be a Special Planning Commission meeting with a public hearing for the purpose of rezoning.

Planning Commission Chair Jody Emra stated there will be a Special Planning Commission Meeting on April 1, 2024, to hold the public hearing for the rezone.

Planning Commission Vice Chair Larry Kulesza asked if the Planning Commission needs to make a motion on the information discussed.

Planning Commission Chair Jody Emra stated Planning Commission needs to approve the lot consolidation.

After further discussion, Planning Commission Second Vice Chair Nick Gourlie made a motion to approve the consolidation of Parcel A into Parcel 0380325 and Parcels #0330400 and 0330500 into Parcel 0380325 subject to receiving the legal description of the consolidated lots. Planning Commission Vice Chair Larry Kulesza seconded the motion. Planning Commission Vice Chair Larry Kulesza – ABSTAINED, Planning Commission Second Vice Chair Nick Gourlie – YES, Planning Commission Chair Jody Emra – YES.

COAF PREAPPLICATION

Planning Commission Second Vice Chair Nick Gourlie gave a brief outline of the preapplication for the grant for Happy Dell Park which is due March 13, 2024.

Planning Commission Vice Chair Larry Kulesza stated he contacted Long Irrigation, a local company, and Spokane Raised Turfs about resodding the field. He said the field has been measured and the area is approximately 33,000 square feet. He has spoken to several places that sell sod and hopes to have the figures to get the sod up here in a day or so. He also stated he spoke with Long Irrigation about hydroseeding the field. This could be done in the fall as long as no one would be using it, at a much lower cost.

Planning Commission Second Vice Chair Nick Gourlie stated he will need the figures by Wednesday as that is the deadline for submittal. He stated there can be some adjustments in the application before the next phase of the process.

OLD BUSINESS

SLY LOT LINE ADJUSTMENT

Contract Planner Alicia Ayers stated she has prepared the Notice of Decision for the Lot Line Adjustment at 840 Narcissus Street, for Rod and Marnie Sly. She will forward the notice to City Hall to be published and recorded.

OLD GROUCH SIGN

Planning Commission Vice Chair Larry Kulesza stated he attended the last Chamber of Commerce meeting to present the proposal to use some tourism and Planning Commission funds to repair the sign. He stated Chamber seemed receptive to the idea and will leave it up to them to contact the city. Larry also stated he volunteered to help.

BYLAWS REVIEW

Planning Commission Chair Jody Emra asked if City Attorney Logan Worley had reviewed the draft of the Planning Commission Bylaws.

Planning Commission Vice Chair Larry Kulesza stated he gave it to the other Planning Commission members to see if they had any comments, corrections, and opinions then he will prepare the draft bylaws and forward to City Attorney Logan Worley for review.

Since the other Planning Commission members did not have any changes to the bylaws, Planning Commission Vice Chair Larry Kulesza stated he would prepare the draft and forward to Contract Planner Alicia Ayers to review before forwarding to City Attorney Logan Worley.

PLANNING PROCESS

Planning Commission Chair Jody Emra stated in reviewing the old planning process with the new planning process there are some inconsistencies.

Planning Commission Vice Chair Larry Kulesza stated he met with Mayor Jesse Garrett and made some recommendations for the process. One recommendation was under Type 1. A. the preapplication meetings the applicant can meet with SCJ Alliance (via phone), City Staff and, instead or, Planning Commission, which would mean one member of the planning commission would be present. In doing this the applicant would only need to come to a planning commission meeting once.

It was the consensus of the Planning Commission to have the process updated to fix the inconsistencies and add planning commission to the preapplication meetings. This process can then be used internally moving forward.

HOUSING ACTION PLAN AND COMP PLAN REVIEW

Currently there is no new information.

LINTON ANNEXATION UPDATE

Planning Commission Vice Chair Larry Kulesza stated there is nothing new to report as we are waiting for the segregation department in the Assessor's Office. Larry stated next time he is in Colville he will check on it.

Contract Planner Alicia Ayers stated she spoke with City Superintendent Dave Willey, and he was going to check for more information about the road width and she has not heard back from him.

TITLE 17 UPDATE

Planning Commission Vice Chair Larry Kulesza stated in 2023 planning commission made a motion to remove duplex and manufactured home from the text, so there needs to be another zoning text amendment to remove duplex zone, manufactured housing zone and update the zoning matrix. He stated Mr. Geisler has asked if this could be done back in 2020. Larry stated he would like to see this done as soon as possible. He said once this is done a duplex could be done under a conditional use permit. He further stated the Housing Action Plan creates more density and this would help the process.

After further discussion, Planning Commission Second Vice Chair Nick Gourlie suggested removing the zone for duplexes and putting them in the zoning matrix.

Contract Planner Alicia Ayers stated this could be done under a text amendment.

Planning Commission Vice Chair Larry Kulesza stated he could forward Alicia the information he has been working on for her to review.

Planning Commission Chair Jody Emra suggested putting Title 17 Zoning on the agenda for next month.

PUBLIC COMMENT

SAM DiMAGGIO – CLARIFICATION

Sam DiMaggio asked for clarity on the Gold Hill Manor application. He said the lot line change and consolidation is approved and will be published in the Statesman Examiner, once the 14-day appeal process has passed, they can sell the home on one parcel.

Planning Commission Chair Jody Emra stated yes, and the rezone public hearing is set for April 1st with the Planning Commission and April 2nd with City Council.

HOMEWORK

Planning Commission Vice Chair Larry Kulesza will:

- 2.12 bylaws review

Planning Commission Chair Jody Emra will:

Planning Commission Second Vice Chair Nick Gourlie will:

- COAF Preapplication

ADJOURNMENT

Planning Commission Chair Jody Emra adjourned the meeting at 8:40 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary/Clerk