

KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 13, 2023, 7 P.M.

CALL TO ORDER

Planning Commission Chair Jody Emra called the meeting to order at 7:01 p.m. Planning Commission Member Nick Gourlie lead everyone in the Pledge of Allegiance.

ROLL CALL

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

STAFF

Staff in attendance included Councilman Christopher Shurrum, Clerk/Treasurer Raena Hallam, Kathi Merrill and Alicia Ayars, SCJ

GUESTS

None

ANNOUNCEMENTS AND MAIL RECEIVED

None

MEETING MINUTES

REGULAR MINUTES OF JANUARY 9TH MINUTES

Planning Commission Member Nick Gourlie motioned to accept the minutes from January 9th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

NEW BUSINESS

ELECTION OF OFFICERS

Planning Commission Member Larry Kulesza motioned to nominate and approve Jody Emra as Chair and Nick Gourlie as Vice Chair.

Planning Commission Member Larry Kulesza, YES, Planning Commission Member Nick Gourlie, YES. All in favor. Motion approved.

TITLE 17 REVIEW

Mrs. Alicia Ayars stated a handout of the draft of the Zoning and Land Use Map update, and Title 17 Update was given to all attendees. She discussed the outline and items to address. The Zoning map along with a list of properties was given to all attendees. The list of properties in question were reviewed by the group and a few were noted as incorrect and some that needed to be changed. The Zoning Districts were discussed, and the group agreed that a revision of the zones was needed. Alicia pointed out the list was divided into Primary and Secondary sections to address as well as listing other areas to clean up or change. In Section 17.03 the list was long, but most items didn't require any changes but asked the group to let her know if they felt there were items that needed to be addressed. The changes will need to be updated with the Housing Action Plan language to be consistent.

Planning Commission Member Larry Kulesza stated any new RV parks must do a Binding Site Plan. He said he did not bring his notes for language on the Ordinance patches. On Variances, there are minor and major as well as for the Conditional Use Plan there are also minor and major. The Conditional Use Plan will attach to the property. For Duplexes, those are Type I Conditional Use Permits if located in historic Kettle Falls.

Mrs. Alicia Ayars stated 17.04 Land Division, 17.05 Applications, 17.06 Administration, 17.07 Comprehensive Plan and Appendix had mostly no changes. Just need some general clean up. Appendix B – Procedural Flow Charts. Need to identify Type I, Type II and Type III processes and what permits are needed for each. That will be added to Title 17 with the fees for each identified.

Planning Commission Member Larry Kulesza stated the flow charts need a timeline.

Mrs. Alicia Ayars stated the Land Use Map and Comp Plan amendments can be done later.

HAPI GRANT REVIEW

Mrs. Alicia Ayars stated there were two additional strategies added. A handout titled Guidance for Developing a Housing Action Plan was handed out to all. The chart on page 10 shows what we can control and what we can do. Most recommendations are shown in the middle of the chart. Kettle Falls needs to do a Housing Needs Analysis. This shows the Data on the UGA and developable land.

Planning Commission Member Larry Kulesza stated that document could be used for discussion with Stevens County on the UGA when applying for an amendment. On page 21 it identified 142 acres in the UGA as developable when actually only 19 acres are developable. Also need to look at the critical areas and extract those.

Mrs. Alicia Ayars stated the Housing Action Plan shows the why, funding and how it relates to the Comprehensive Plan. Under Plan Development it includes Housing Needs Assessment, public participation and survey results and summary that will all be part of the

Appendix. Need to look at what's working and what's not working and what needs to change. The Development Regulations section in Title 17 needs work. Need to look at lot sizes and set back requirements. On page 25 under Strategies, Implementation and Monitoring there are 6 strategic objectives.

Planning Commission Chair Jody Emra stated they need to grow with the City. We need sustainable and affordable housing.

Mrs. Alicia Ayars stated that will all be part of the Title 17 update. Need to update the Use Table. Can talk about tiny homes later.

Planning Commission Member Larry Kulesza stated the definition of tiny homes needs to be defined.

Mrs. Alicia Ayars stated that would be included in other housing types. Those are things to talk about later. If anyone has any feedback please send to Alicia.

Planning Commission Member Nick Gourlie stated tiny homes need to be included. There will be more inquiries as time goes on.

Planning Commission Member Larry Kulesza stated it needs to be in the Plan Development along with the Binding Site Plan.

Mrs. Alicia Ayars stated the information on water and sewer need to be upgraded. Need to Analyze useability in the UGA. Need to do a Land Quantity Analysis before talking to the County about a land swap. Also need to discuss the off street parking and how that correlates with snow removal. It would be a city-wide change. Single Family Residences need at least 2 parking spaces.

Planning Commission Member Larry Kulesza stated the group needed to look at flexibility to accommodate parking and unintended consequences.

Planning Commission Chair Jody Emra stated as the population changes there will be more RVs, Boats, etc.

Mrs. Alicia Ayars stated they needed to be careful not to make changes that may displace people. In the Building Code under mix use, need to see how to incorporate housing in retail areas.

Planning Commission Member Nick Gourlie stated they need to send out information about nuisance properties.

Mrs. Alicia Ayars stated under the Implementation and Monitoring Section, please send any ideas on strategies to her.

Planning Commission Chair Jody Emra stated they should look at financial/incentives for nuisance properties.

Mrs. Alicia Ayars stated the Plan draft is due to Commerce by the end of the week. Need to finalize all the strategies. There will be a SEPA 14 day review period. Final plan is due in June.

Planning Commission Member Nick Gourlie asked if there was a timeline associated with the plan?

Mrs. Alicia Ayars stated there are not dates specifically. It's outlined in years. Need to pick what strategy to start with. There will be more HAPI grant funds available in 2024 to address other things. Amendments and updates can be done through the Comprehensive Plan. Need to look at the HAPI Grant and the Housing Element of the Comp Plan and see how they differ and what is the same.

ZONING/MAP

Mrs. Alicia Ayars stated a zoning map was handed out to all. She asked the group to look at zones and identify what zones are correct and which ones need to be corrected. Identify which parcels are incorrect.

Planning Commission Member Nick Gourlie stated the Ivy Street Mobile Home Park is identified on the map as a Manufactured Home area.

Planning Commission Member Larry Kulesza stated there is no distinction between Mobile and Manufactured Homes.

Planning Commission Member Nick Gourlie stated the legend on the map is confusing.

Clerk/Treasurer Raena Hallam stated when the map is updated there will be lots of colors.

EXTRA MEETING IN FEBRUARY – 2023 GOALS UPDATE

Clerk/Treasurer Raena Hallam stated the Friends of the Library want an 8 foot fence on the back and side of the Library. Code states the limit on a fence is 6 foot. It would take a variance which is a Type II review under the current code.

Planning Commission Member Larry Kulesza stated he spoke with a Library person and told her she could get on the agenda for the next meeting.

Clerk/Treasurer Raena Hallam stated we must keep with the current process as the City owns the property.

Planning Commission Member Larry Kulesza stated they would need legal justification.

Clerk/Treasurer Raena Hallam stated the City Council, Fire Department and Police Department are all in favor of the fence.

Planning Commission Chair Jody Emra asked if the Library wanted a solid fence?

Planning Commission Member Larry Kulesza stated they want it solid up to 6 foot and then lattice on top to the 8 foot height.

Clerk/Treasurer Raena Hallam stated she spoke to the applicant and they want to do a 15 minute presentation. The City could then advertise and do a pre-application meeting/Public Hearing.

Planning Commission Member Larry Kulesza stated he was in favor of having the additional meeting. He will work on language.

Planning Commission Member Nick Gourlie stated the Parks and Rec document needs to be updated then too.

Clerk/Treasurer Raena Hallam stated she had a new contact for the Community Garden.

Planning Commission Chair Jody Emra stated the additional meeting could be on February 27th at 7 pm at City Hall.

Planning Commission Member Nick Gourlie motioned to have an additional meeting on February 27th. Planning Commission Member Larry Kulesza seconded the motion.

Planning Commission Member Nick Gourlie – YES, Planning Commission Member Larry Kulesza – YES. All in favor. Motion Passed.

Planning Commission Member Nick Gourlie asked about fees?

Clerk/Treasurer Raena Hallam stated fees are adopted through Resolutions.

OLD BUSINESS

Planning Commission Chair Jody Emra stated Old Business would be tabled until the next meeting.

ADJOURNMENT

Planning Commission Chairperson Jody Emra adjourned the meeting at 8:27 p.m.

Approved:

Jody Emra, Chairperson

Attest:

Kathi Merrill, Secretary/Clerk