

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
NOVEMBER 13, 2023, 7 PM**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 6:55 p.m.  
Planning Commission 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 Kathi Merrill, Councilman Mike Weatherman, Councilman Chris Shurrum

**GUESTS**

None

**ANNOUNCEMENTS AND MAIL RECEIVED**

The special meeting with the EPA scheduled for November 15<sup>th</sup> has been cancelled. Will reschedule when they set a new date for Northport.

**MEETING MINUTES**

**REGULAR MINUTES OF OCTOBER 9, 2023 MINUTES**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes from the October 9, 2023 minutes. 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**

**ROD SLY – SHORT PLATT vs LOT LINE ADJUSTMENT**

Rod Sly was ill and unable to attend the meeting.

Planning Commission Chair Jodi Emra stated Planning Commission Member Larry Kulesza was to do research on the Sly documents and report back.

Planning Commission Member Larry Kulesza stated he reviewed all the documents submitted by Mr. Sly and they referred to multiple lots, so a simple lot line adjustment is all that is needed.

Planning Commission Chair Jody Emra asked if they needed to refer to City Council or make a motion.

Planning Commission Member Larry Kulesza stated he would make a motion stating the Kettle Falls Planning Commission approves of the Sly lot line adjustment. The Slys need to complete a lot line adjustment application and pay all applicable fees. Planning Commission Vice Chair Nick Gourlie seconded the motion. Planning Commission Member Larry Kulesza – YES, Planning Commission Vice Chair Nick Gourlie – YES. Motion passed.

### **APPRENTICESHIP/INTERNSHIP**

Planning Commission Member Larry Kulesza stated he was unable to meet with the Kettle Falls Superintendent as he's been very busy. Larry wrote an email to the Superintendent but has not heard back from him as of today. Larry will go to his office and see him in person and discuss this.

### **TITLE 17 UPDATE**

Planning Commission Member Larry Kulesza stated Mr. Geisler could benefit from this information. Larry stated they has talked about eliminating the Mobile Home/Duplex zone. Under the list of zones the group can go through them and cross out what they want to change. Duplexes can be built in Single Family Residence zones. Manufactured homes are permitted in Single Family Residence zones also. Larry spoke about the definitions page and stated the definitions need to be updated or kept the same. Pre-76 are considered Mobile Homes, Post-76 are called Manufactured Homes. Pre-76 Mobile Homes can be in an RV Park or Mobile Home Park, like Yellow Pine. The Ivy Park can have Pre-76 Mobile Homes.

Planning Commission Chair Jody Emra stated they are trying to clean up the mobile homes near Wal-Mart. Some of the Mobile Homes have been refurbished.

Planning Commission Vice Chair Nick Gourlie stated it doesn't make sense to update right now.

Planning Commission Member Larry Kulesza stated mobile homes were factory built Pre-76.

Planning Commission Vice Chair Nick Gourlie stated Mobile Homes are in the matrix.

Planning Commission Member Larry Kulesza stated they could do a little now. Manufactured Homes/Other are considered Designated Homes which are 320 sf or more. Also need to add Tiny Homes to the matrix. Larry will work on this for next meeting.

Planning Commission Vice Chair Nick Gourlie stated they can work on changes next time.

Planning Commission Member Larry Kulesza stated they can work on a section at a time. Need feedback and direction.

Planning Commission Vice Chair Nick Gourlie stated they need to add definitions in proper zones.

Planning Commission Member Larry Kulesza stated he's working on the Terms of Office and Bylaws. He will have something at the next meeting. He will look at Fences/Screening and Planner/Administrator.

### **PARKS PLAN UPDATE**

Planning Commission Chair Jody Emra stated she just got the correct copy so she hasn't has time to read it over and can't make any decisions tonight.

Planning Commission Vice Chair Nick Gourlie stated he spoke with Alicia Ayars with SCJ. SCJ added boiler plate stuff.

Planning Commission Chair Jody Emra asked if it was added for grant purposes?

Planning Commission Vice Chair Nick Gourlie stated it was. That type of information is typically added for grant application purposes. Nick stated it looks like SCJ just copied and pasted stuff into the document.

There are places where another town is listed in place of Kettle Falls. There was a lot of fluff added that could have easily been placed in an appendix.

Planning Commission Member Larry Kulesza stated it should read simply and quickly. Have to look back to the original Comprehensive Plan.

Planning Commission Chair Jody Emra stated they don't really need all that as it's not all there.

Planning Commission Vice Chair Nick Gourlie stated on page 11, the graphic/map shows access and green space. There was no color over the Singers area. SCJ is not familiar with the Kettle Falls area.

Planning Commission Chair Jody Emra stated it was theoretically done. We should take this home and discuss at the next meeting.

Planning Commission Vice Chair Nick Gourlie stated it will be two phased. History and level of service were added. Washington guidelines can be moved to appendix. On page 13, Capitol Improvement Plan there is a lot of red. It's similar to what we already had. Alicia is looking at it from an RCO standpoint. In Appendix D the Capitol Improvement Plan – we need to set up tasks and set dates to achieve. There are multiple funding sources so need to look year by year for what we can apply for. We can make our own parks plan. We can finally update and look at boiler plate stuff. We could have skipped SCJ input and been done months ago.

Planning Commission Member Larry Kulesza stated he's frustrated too. We had a vision, short term, of the Capital Improvement plan. Make it realistic. Some work has been done by the City. Now how to integrate that into the Capitol Improvement Plan. Will work with City Superintendent, Dave Willey, on Parks stuff. The Planning Commission is the Parks Committee. Will need to see how plans work with current budget. The budget should be reviewed annually and make recommendations accordingly.

Planning Commission Chair Jody Emra stated they made a parks plan. The group knows what is needed in our own town. SCJ does not know Kettle Falls. SCJ does not know what we want or where we want to do. Why did we wait for months for this?

Planning Commission Member Larry Kulesza stated when the Planning Commission did the Comprehensive Plan, he and SCJ were hired at the same time. SCJ formatted what the Planning Commission wrote, made drafts, made it look pretty. The Planning Commission wrote the Comprehensive Plan, and the document says it was prepared by SCJ. The Planning Commission did all the work.

Planning Commission Vice Chair Nick Gourlie stated we need to make goals. We can do it ourselves. What are we paying SCJ? Can those funds be used for local work?

Planning Commission Member Larry Kulesza stated the budget workshop is tomorrow night. There is no planning discussion. Each department presents their proposed budget for next year. The City Council motioned to approve the Planning Commission as administrator, the Mayor appointed SCJ as administrator. The Ordinance patch should define the administrator. The Mayor determines who the administrator is. The City Council decides what goes in the Ordinance. I support a wording change. We need to redefine the relationship with SCJ. Need to look for grants for the Comprehensive Plan.

Planning Commission Member Larry Kulesza stated he will be attending the budget meeting tomorrow. The funds for SCJ and himself is in the general fund somewhere. The contracts are public record.

Planning Commission Vice Chair Nick Gourlie stated we may still need them for something.

Councilman Mike Weatherman share his copy of the proposed budget outline for the meeting. There is \$42,000 in Professional Services: \$37,500 for SCJ and \$5,000 for Larry.

**CAPITOL FACILITIES GRANT**

Planning Commission Vice Chair Nick Gourlie stated the deadlines are tentative. The grant application/opening is December 14 – the manual will be released. The deadline for the application if February 2024.

Planning Commission Member Larry Kulesza stated February 1 will probably be bumped down the road.

**OLD BUSINESS**

**HOMEWORK**

Planning Commission Member Larry Kulesza will work on the Title 17 patches, apprenticeship/internship and the Capitol Facilities budget.

Planning Commission Chair Jody Emra will review the Parks Plan.

Planning Commission Vice Chair Nick Gourlie will check on the list for the Parks Plan.

**PUBLIC COMMENT**

none

**ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 7:45 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk