

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
OCTOBER 9, 2023, 7 PM**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 6:55 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**

Rod Sly  
Karson Sly  
Joe and Jodi Owens  
Matt Deryan

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF AUGUST 14, 2023 AND SEPTEMBER 13, 2023 and SEPTEMBER 18, 2023**

**MINUTES**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes from the August, 14, 2023, the September 13, 2023 and the September 18, 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**

Rod Sly stated he currently owns a lot at 840 Narcissus. It was originally 4 lots. He would like to split the property into 2 lots.

Planning Commission Chair Jodi Emra asked if the deed shows it as 4 lots or all combined into 1? She asked if it stated any where in the deed if the lot could be split? She stated a lot line adjustment would be easier.

Rod Sly stated he would look at his documents on the property.

Planning Commission Member Larry Kulesza stated the process is this: if it's a lot line adjustment, it's a Type I Administrative Review and it would be an Administrative decision. If it's a short plat of one lot not 4, it's a bit more complicated. That would be a Type II review and would require a public hearing and

public notice published and public input reviewed. Then a decision could be made. If the decision is not favorable, Mr. Sly could appeal. If approved, there would be a notice published for 14 days and then finalized and recorded.

City Councilman Mike Weatherman asked if there was a building on the lot?

Rod Sly stated he will be removing any buildings on the lot.

Planning Commission Chair Jody Emra stated that Mr. Sly could request a vested deed from the County.

### **JAY KENNER – EASEMENT/FENCING**

Planning Commission Member Larry Kulesza stated he printed 17.02.110 from the KFMC and it shows information on a C2 District. A lot line adjustment, short plat and annexation application was given to Mr. Kenner. Mr. Kenner has not responded yet. Mr. Kenner wanted to know if he had access already through his property?

### **TITLE 17 UPDATE**

Planning Commission Member Larry Kulesza stated there were 5 items on the Ordinance Patch. A new Ordinance Patch would resolve the fencing and screening issue. The Planning Commission is the Administrator for Type I reviews. One patch is a permit for duplexes in SFR zones; a second patch is to get rid of the Mobile Home/Duplex zone; third is to update the terms of office and the bylaws for the Planning Commission. Under Ordinance 2.12 and in the Bylaws, it states there is a 6 year term for members. There have been discussions about reducing the term to 2, 3 or 4 years.

Planning Commission Chair Jody Emra stated it takes time to learn the process and accomplish anything.

Planning Commission Vice Chair Nick Gourlie stated a 4 year term is standard. The school board has a 4 year term.

Planning Commission Member Larry Kulesza stated most elected officials are under 4 year terms. He asked the group if they were in favor of a 4 year term?

Planning Commission Chair Jody Emra stated she was fine with that. She asked about the renewal aspect. Are terms to be staggered?

Planning Commission Member Larry Kulesza stated yes they should be staggered. He stated he's been on the commission for 6 years already. There will be expiration dates for each position. The end of a term will be on the second Monday in January following the City Council meeting so they can appoint someone to the Planning Commission. So to clarify, the first item is to stagger the end dates, the second is the end of term will be on the second Monday In January; and the third is the term of office should be 4 years?

Planning Commission Vice Chair Nick Gourlie stated maybe the end date should be the 3<sup>rd</sup> Monday in January so that it would be the day before a City Council meeting.

Planning Commission Member Larry Kulesza stated they could do that. It makes sense to be right before a City Council meeting.

Planning Commission Vice Chair Nick Gourlie asked if a term was ending would City Council just reappoint the member if they wanted to stay?

Ms. Alicia Ayars stated that all sounds fine.

City Councilman Mike Weatherman asked about an internship of 2 years?

Planning Commission Chair Jody Emra stated that had been discussed.

Planning Commission Member Larry Kulesza stated it could be a Senior Project of 1 year. The intern would not be able to vote, it would be a learning experience. He will discuss with the schools superintendent.

Matt Deryan asked about a college intern.

Planning Commission Member Larry Kulesza stated in order to get credit it would require complying with the university.

Planning Commission Chair Jody Emra stated they will have to look into that. With High School students it would be a running start program.

Planning Commission Member Larry Kulesza stated if the intern were 18, they could be on the Planning Commission. Larry stated there is a Senior Project of Artwork on the Bull Dog Water Tower that is being presented to the City Council. If there were 6 month terms they could do two. He will check with the superintendent.

### **PARKS PLAN UPDATE**

Planning Commission Vice Chair Nick Gourlie stated there is a draft document and what they needed to do.

Mrs. Alicia Ayars stated there is a plan with a check list. The RCO check list needs a couple of items completed on it. Just need to put the plan together and create a project list. Then they can move forward towards adoption.

Planning Commission Member Larry Kulesza stated he will work with Chris at RCO. The action plan shows individual parks and it will be in the Appendix.

Planning Commission Vice Chair Nick Gourlie stated the final draft has each park listed. The next RCO grant handbook will be out in November. There is a preapplication in mid December and the full application is due February 2024. We can always add to the parks list.

Planning Commission Chair Jody Emra asked about lighting?

Planning Commission Member Larry Kulesza stated at Happy Dell Park, they need lights and new bleachers.

Planning Commission Vice Chair Nick Gourlie stated they couldn't include lights and bleachers in the last grant application. They can always add more items to the new grant application. They can review the plan each year to see where they are with projects.

Planning Commission Member Larry Kulesza stated there are ADA needs for all parks that can be added on the next grant application. The road to the stage and a walkway are needed. The next grant is \$1.2 million. There was an estimate from Century West Engineering for the path and road that was about \$100k.

Planning Commission Vice Chair Nick Gourlie stated once they get the manual they can work on it. The grass also needs to be redone at the park.

Mrs. Alicia Ayars stated they can talk to Chris at RCO about the inventory and help with the list. They are under Capitol Improvements.

Planning Commission Member Larry Kulesza stated there might have been a discussion on the preliminary budget.

Mrs. Alicia Ayars stated they need to see the list and see how it ties in with the plan.

Planning Commission Member Larry Kulesza stated the entire budget has not been submitted yet.

City Councilman Mike Weatherman stated the workshop had been cancelled and needs to be rescheduled.

Planning Commission Vice Chair Nick Gourlie stated he will get ready for the next grant.

Planning Commission Member Larry Kulesza stated they will learn a lot in November once they get the handbook for the next grant.

Planning Commission Vice Chair Nick Gourlie stated they should find out between the 25<sup>th</sup> and the 28<sup>th</sup> if they were awarded the RCO grant for \$100k. There was no contact about any further questions on the current grant application.

## **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**

Matthew Deryan stated he used to camp at Happy Dell Park and asked if that was still an option?

Planning Commission Member Larry Kulesza stated it has a 1 night limit. Campers need to notify the City if they are planning to camp.

Planning Commission Chair Jody Emra stated that bike groups camp there.

Planning Commission Vice Chair Nick Gourlie stated there is a number to call to get permission.

Planning Commission Member Larry Kulesza stated the Police Department takes note of the campers staying at the park.

Matthew Deryan stated he has not lived in Kettle Falls a year yet. He is interested in the Planning Commission but has bone cancer and medical issues that he is currently dealing with. He's not sure if he can commit to a position at this time.

Planning Commission Chair Jody Emra told Mr. Deryan he was welcome to come and observe the meetings if he wants.

**ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 7:40 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk