**KETTLE FALLS**

**PLANNING COMMISSION MEETING**

**JANUARY 27, 2020**

**CALL TO ORDER**

Planning Commission Vice Chairperson Jessica Christopher called the meeting to order at 7:01 p.m.

**ROLL CALL**

Members in attendance included Larry Kulesza, Jessica Christopher, and Jody Emra. Adam Huff absent.

**STAFF**

Staff – John Ridlington, Raena Hallam, John Andrew, Michael Weatherman and Kathi Merrill.

**GUESTS**

None

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF JANUARY 13, 2020 MEETING**

Planning Commission Member Larry Kulesza made a motion to approve the January 13, 2020 meeting minutes. Motion seconded by Jody Emra. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jesse Christopher – YES. Planning Commission Member Jody Emra – YES. Motion carried.

**NEW BUSINESS**

**1. PUBLIC HEARING – ECONOMIC DEVELOPMENT ELEMENT**

Planning Commission Member Jessica Christopher read the Public Hearing Checklist for the Economic Development Element.

Clerk/Treasurer Raena Hallam stated she had nothing to add. She said Larry has updates.

Planning Commission Member Larry Kulesza stated he reviewed this element and is in the process of working up a draft. He said he has a few simple edits to make, but no dramatic changes.

Planning Commission Member Jessica Christopher asked if anyone had any questions. She declared the Public Hearing open. Time is 7:06 p.m. There were no letters. Jessica asked for Public Testimony. No public testimony. Public Hearing was closed at 7:07 p.m.

**2. PUBLIC HEARING – ANNEXATION AND INCORPORATION ELEMENT**

Planning Commission Member Jessica Christopher read the Public Hearing Checklist for the Annexation and Incorporation Element.

Clerk/Treasurer Raena Hallam stated there were no reports or additional information to report.

Planning Commission Member Jessica Christopher opened the Public Hearing at 7:09 p.m. There were no letters. Public Testimony – none. Public Hearing was closed at 7:10 p.m.

**3. DEVELOPMENT REGULATIONS CHECKLIST REVIEW**

Clerk/Treasurer Raena Hallam stated the checklist was being completed by SCJ Alliance. The checklist was the Orange Tab handout from the last meeting. All in attendance reviewed the checklist.

Raena addressed f) *Regulations that protect the functions and values of critical aquifer recharge areas…* we need to coordinate with the County for this one. The Wellhead Protection Plan language should be reviewed. The 2012 Water Protection Plan is the most current. The Water Plan is currently being updated. Century West Engineering is doing the update. All of the city wells are located by the River toward the Gun Club.

Planning Commission Member Jessica Christopher asked if what we had was good?

Planning Commission Member Larry Kulesza stated he is working on getting information from the County for this one and g) *Regulations to protect the quality and quantity of ground water used for public water supplies*.

Clerk/Treasurer Raena Hallam then addressed h) *Regulations that protect the functions and values of fish and wildlife habitat conservation areas*.

Planning Commission Member Larry Kulesza stated he will look up the WACs that are referenced on the checklist for these items.

Clerk/Treasurer Raena Hallam addressed 10-h) *Development regulations of all jurisdictions must allow electric vehicle battery charging stations in all areas except those zoned for residential or resource use, or critical areas by July 2, 2011.*

Planning Commission Member Jessica Christopher stated she had looked up stuff online but was not sure where to look. Jessica stated she looked for the Chewelah Comprehensive Plan. She will look up the RCW for wording.

Planning Commission Member Larry Kulesza stated we just need to add some language. There is probably a difference between Commercial and Residential zoning.

Clerk/Treasurer Raena Hallam addressed 11-c) *Subdivision regulations may implement traffic demand management*. Raena said we need to coordinate with DOT and Stevens County. This will be determined by DOT and County.

Planning Commission Member Larry Kulesza stated he will ask County about the Traffic Plan when he meets with Jenni Anderson from Stevens County.

Clerk/Treasurer Raena Hallam addressed 12-a) *The transportation concurrency ordinance includes specific language that prohibits development when level of service standards for transportation facilities cannot be met*. Raena stated there is no reference in the Municipal Code. The City does a 6-year Transportation Plan. We can refer to an Ordinance.

12-b) If adopted: *impact fee methods are consistent with RCW 82.02.050 through 100*. Raena stated she was not aware of any impact fees. The city may have to develop them.

Planning Commission Member Larry Kulesza stated if the answer is “No” then is the answer “N/A”? We need to verify.

Clerk/Treasurer Raena Hallam addressed 13-a) *Regulations are consistent with Essential Public Facility siting process in countywide planning policies or city comprehensive plan…* Raena stated the EFP will need to be confirmed with the City. Essential and Capital Facilities are not the same.

Planning Commission Member Larry Kulesza stated he will ask Jennie Anderson from Stevens County. He stated the City will adopt what the County has, but we need to define first.

Clerk/Treasurer Raena Hallam addressed 15-b) *A process to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property.*

Planning Commission Member Larry Kulesza stated additional language is needed. We need to establish some kind of procedure.

Planning Commission Member Jessica Christopher stated she will look through the document and find information on appeal. She said it’s a big document.

Planning Commission Member Larry Kulesza stated he hopes to meet with Jenni Anderson from Stevens County this week and get some answers.

**4. SEPA CHECKLIST REVIEW**

Clerk/Treasurer Raena Hallam stated she will do a little more research and then send to Alicia at SCJ for review.

Everyone in attendance read through the SEPA Checklist. Raena read through the document and last years’ answers.

Planning Commission Member Larry Kulesza stated the answer in question #8 on page 2 needs to be updated.

Clerk/Treasurer Raena Hallam stated if we change the answer for B-b it could cause a red flag. Under B-4-e Raena said to call the Weed Board.

Planning Commission Member Jody Emra stated we need to change the answer to B-4-c to “unknown”.

Planning Commission Member Larry Kulesza stated cougar tracks were reported today in town. We need to look to see how Chewelah answers this.

Mayor Ridlington stated under B-5-a we should cross out shellfish and salmon.

Clerk/Treasurer Raena Hallam addressed:

B-8-g – we should refer to the Shoreline Master Plan.

B-8-l – we should remove the word “Goals”, change wording.

B-9-a – we need numbers

B-9-c – we should remove wording

B-13-a – this information is still correct

B-13-b – we need to ask Jenni Anderson about this.

Planning Commission Member Jessica Christopher asked if we should add the Rural Resources bus?

Clerk/Treasurer Raena Hallam said it should be added.

City Councilman John Andrew said for B-13-b, we have 2 sites but don’t know where.

Clerk/Treasurer Raena Hallam addressed:

B-14-g – answer should be no

B-16-a – we should add garbage (refuse service) and septic.

Raena stated pages 11 and 12 are not required. She stated we need to get ready to update the Critical Areas Ordinance.

**OLD BUSINESS**

**1. HOUSING AND LAND USE ELEMENTS REVIEW**

Clerk/Treasurer Raena Hallam stated Alicia Ayars from SCJ Alliance sent mark ups to us. Alicia is working on the Land Use section. We don’t have time to go through these tonight. Alicia is sending us a draft.

**2. CHECKLIST REVIEW**

Clerk/Treasurer Raena Hallam stated this item will be kept on the agenda.

**3. PUBLIC HEARING REVIEW**

Clerk/Treasurer Raena Hallam stated there will be a Public Hearing meeting on February 10th on all Elements. This Public Hearing has been advertised. Raena asked if the group needed an additional meeting in February? February 3rd will be added for a general meeting.

Planning Commission Member Larry Kulesza stated he is working on the Annexation Element and should have a working draft soon. He’s also working on the Economic Development Element.

**HOMEWORK**

Clerk/Treasurer Raena Hallam stated the Planning Commission Members should review all Elements, RCWs and look up items that were discussed during this meeting.

Planning Commission Member Jessica Christopher stated she will download Spokane’s Parks Element.

Planning Commission Member Larry Kulesza stated he is working on a record of Public Participation.

Clerk/Treasurer Raena Hallam said we need to ask the County about the Historical sites.

**PUBLIC COMMENT**

None

**NEXT MEETING**

Next meeting is scheduled for February 3, 2020 7:00 p.m. at Kettle Falls City Hall.

**ADJOURNMENT**

Planning Commission Member Jody Emra made a motion to adjourn the meeting. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jessica Christopher – YES. Planning Commission Member Jody Emra – YES. Motion passed.

Planning Commission Meeting adjourned at 8:33 p.m.

Approved:

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Jessica Christopher, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk