**KETTLE FALLS PLANNING COMMISSION**

**MEETING MINUTES**

**MAY 09, 2022, 7 P.M.**

 **CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:03 p.m. Planning Commission Member Larry Kulesza lead the group in the flag salute.

**ROLL CALL**

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

**STAFF**

Staff in attendance included Jessie Garrett, Mike Weatherman, Raena Hallam, Kathi Merrill and Alicia Ayars (via phone).

**GUESTS**

Nicole Fandrey, Chamber of Commerce Member

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF MARCH 14TH AND APRIL 11TH MINUTES**

Planning Commission Member Nick Gourlie motioned to accept the corrected minutes from March 14th and the presented minutes of April 11th. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Nick Gourlie – Yes, Planning Commission Member Larry Kulesza – Yes. Motion passed.

**NEW BUSINESS**

**CHUCK SINGER – ROAD EASEMENT**

Clerk/Treasurer Raena Hallam stated Mr. Singer had called this day and said he was going to speak to Department of Transportation. He is not coming to the meeting. He’s been to City Council.

**PARKS AND RECREATION UPDATE**

Planning Commission Member Nick Gourlie stated the Parks and Recreation document is moving towards a more final form. Much more organized and easier to read. He would like everyone to review the document and give their feedback. On Page 6 the Goals are from the Comprehensive Plan. The Visioning Process are things added from outline by Larry.

Chamber of Commerce Member Nicole Fandrey stated Freedom Fest was a Chamber event that was not well attended, and the event would probably not be done again.

Planning Commission Member Nick Gourlie stated the City could partner with local artists possibly through grants and display local artist’s work in the parks as part of the beautification process. Page 11 – Existing Inventory, this needs to be reorganized and was taken from past notes carried forward.

Planning Commission Member Larry Kulesza stated Gibson Field is only included because it was co-owned by the City and the School District at one time, but it’s not logical to include in the City’s green space as it’s closed most of the time due to vandalism. If excluded, it would help fuel the need for new park land if the population grew more than it has in the last 10 years. Larry said he will write a report and make suggestions.

Planning Commission Member Nick Gourlie stated on Page 20-21 the Pedestrian/Bike plans have been expanded with visions for short, mid and long term vision goals. People have talked about setting up a bike trail to Meyers Falls. On Page 22 the Action Plan shows how goals could be prioritized and completed. Nick stated the Action Plan should be reviewed annually.

Planning Commission Member Larry Kulesza stated Nick has incorporated the action plan in the visioning objectives. Since the Planning Commission is essentially the Parks and Rec Committee at this time, we could present this Action Plan to the City Council

Ms. Alicia Ayars stated the Plan and Elements should be updated.

Planning Commission Member Larry Kulesza stated the Comprehensive Plan includes objectives and Policies. The Action Plan with the Comprehensive Plan for prioritize items. Action Plan objectives – what to do, be consistent with the Comprehensive plan. It’s a formulation issue not a policy issue.

Ms. Alicia Ayars stated the structure could be changed.

Planning Commission Member Larry Kulesza stated Nick created a good action plan. And objectives to accomplish the goals of the Action Plan. Easier to amend the Action Plan.

Planning Commission Member Nick Gourlie stated we can work with it as time goes on.

Planning Commission Member Larry Kulesza stated he would like to see some objectives we could do annual review of objectives and Action Plan.

Planning Commission Member Nick Gourlie stated then we could implement the strategy.

Planning Commission Member Larry Kulesza stated it could be put in proper form by SCJ Alliance and they can format.

Planning Commission Member Nick Gourlie stated in the Financial section there is a forecast for budgeting. This year has about $3000 in the budget. Maybe we need a fee schedule that should be included. Nick asked everyone to take notes and give feedback.

**TITLE 17 UPDATE**

Planning Commission Member Nick Gourlie stated there were no significant changes. Just formatted to look more like it would exist in the code. There are notes on the changes. He talked about the zoning change order from R1 to R3. R1 as High Density, R3 as Low Density. Just an idea to follow in line with the Commercial zoning. Meyers street is C1. C3 would refer to larger properties further out.

Planning Commission Member Larry Kulesza stated we need to be consistent with other counties and jurisdictions. Long ago the City was divided up like it shows on the building permit. R1 would be like single family where R2 and R3 would be more multi family.

Planning Commission Chair Jody Emra stated in Colville, R1 was low density, 4200 sf. R2 was 7,000 sf, and R3 was multi-family. She said she can see it either way.

Planning Commission Member Nick Gourlie stated it should be consistent with others.

Planning Commission Chair Jody Emra stated there is mixed use along Meyers with Homes and Businesses together.

Planning Commission Member Larry Kulesza stated SFR is 5 per acre. The Joint Planning Policy should use similar terms.

Ms. Alicia Ayars stated we need to be consistent with other counties.

Planning Commission Member Nick Gourlie stated the max in an R2 is adjusted to 5 acres. #3 added in the purposes and intents for each of the different zones. We need to preserve the Historic area. #4 Nick added in the different manufactured home types, broken down by type.

Planning Commission Member Larry Kulesza stated he has a whole file on definitions and the Manufactured Home definitions are confusing. Will make a recommendation to eliminate the consumers choice. Manufactured Home Other were built after 1976. Manufactured Home Designated has multiple sections, 2 or 3 pieces. In historic Kettle it needs to be more precisely defined. Modulars are not built under the HUD guidelines. Mobile homes are pre-1976.

Planning Commission Chair Jody Emra stated Modular comes in sections and are put together and built on site.

Planning Commission Member Larry stated Modulars can be built like a stick home. They can be built off site but must be small enough to fit on a trailer. It can look like a manufactured house. It’s just not built under HUD guidelines. Our definitions need updating.

Planning Commission Member Nick Gourlie stated in multi-family use we need to change from permitted to conditional use in R1 High Density. Leave the process to the City for a level of control. Conditional Use should be more like a Permit and less of a yearly application process.

Planning Commission Member Larry Kulesza stated it appears the Conditional Use permit allows a person to get a building permit. The conditional use permit would transfer with the property not the owner. That all needs to be spelled out to make it clear. Need to make sure the language is changed in Title 17 as it is not allowed at this time. For multiple properties in short term this can be done with an Ordinance. Everyone should make a list of definitions to change.

Planning Commission Chair Jody Emra stated the multi-use is not the same as Colville. They do not have a limit on number of dwellings for multi-family zone in their current multi-family proposal. This could be a problem in the future.

Planning Commission Member Larry Kulesza stated in the zoning matrix, multi-family shows you can do a duplex or 5 to 20 and over 20, there are no 3 to 5 units.

Planning Commission Chair Jody Emra stated moving forward need more focal point neighborhoods. Need to spell it out and make limits.

Planning Commission Member Larry Kulesza stated Kettle is not big enough for a regional plan. It’s exempt from higher density. We need to look forward to what Kettle Falls might need in the future.

Ms. Alicia Ayars stated the County is late completing their Comprehensive Plan. She is trying to set up a meeting with the County on Developmental Standards.

Planning Commission Member Larry Kulesza stated he got a map from the County. No Comprehensive Plan changes have been noted in months.

Planning Commission Member Nick Gourlie stated multi-use not updated.

Planning Commission Member Larry Kulesza stated a lot of information on housing will come out of the analysis that is done from the HAPI Grant. Once we have all that information it will help us focus on what to do.

Clerk/Treasurer Raena Hallam stated she and the Mayor talked with Alicia last Friday about Title 17. With the Action Plan information done then Title 17 needs the code updated. There should be enough money in the budget this year will allow us to send Title 17 as is to SCJ to find major inconsistencies and update the code but not the zoning as that is through the Housing Action Plan process.

Mayor Garrett stated Title 17 needs to be reviewed by SCJ and make sure it lines up with all the RCWs, WACs and building codes. Also need to make sure it’s consistent with other cities.

Clerk/Treasurer Raena Hallam asked Ms. Ayars about a timeline to review Title 17?

Ms. Alicia Ayers stated it should take about 6 months. She is leaving on maternity leave soon. There will be 2 phases for review and implementation. Should have a draft by the end of the year.

**OLD BUSINESS**

**HAPI GRANT UPDATE**

Ms. Alicia Ayars stated there was a kickoff meeting this morning with Leland Consultants, and staff at the City. Leland did demographic report. There has not been much building since 2014. In older housing need to look at replacements and repair costs. Look at formulas and strategies for housing. Reviewed incomes and burden.

Planning Commission Member Larry Kulesza stated under Renter/Owner, owner exceeds renters. It’s a good starting point.

Mayor Garrett stated he is anxious to see results of the plan.

Ms. Alicia Ayars stated there will be public input through Public meetings. Orientation interviews. Ask what’s going on in housing and your community? In Kettle Falls? In the County? On May 26-27 the Leland Consultants will be here for a tour of the town. There will be Public Meetings at the Library in August and September. Asking the public what the community vision is?

Planning Commission Chair Jody Emra asked where the data came from?

Mr. Alicia Ayers stated from HUD and other sources.

**PUBLIC COMMENT**

Chamber of Commerce Member Nicole Fandrey stated the Chamber is currently planning Town and Country Days. There are 20 paid vendors, 18 pending vendors, 3 paid food vendors and 3 pending food vendors. There is a full lineup of activities.

Mayor Garrett reported the restroom at Happy Dell park was vandalized on Saturday. The City is looking at getting more cameras. The attorney will confirm where the cameras can be installed. The bathrooms by the pool were vandalized too. The Police Chief is working on leads. Friday was Better World Day. The schools were involved in cleanup activities across town. The High School Seniors worked at Happy Dell Park painting and installing new wood chips in the play area. The Windows at City Hall were cleaned too. The kids all did a great job.

Clerk/Treasurer Raena Hallam stated the Bylaws were handed out. There are discrepancies with the Municipal Code. It stated the Planning Commission cannot receive any type of compensation. She asked everyone to take the Bylaws home and review and prepare to discuss at the next meeting.

Mayor Garrett stated the Bylaws tell how the Planning Commission works. Review and bring back comments.

Planning Commission Member Larry Kulesza asked who wrote the Bylaws? In Municipal Code 2.2 (Section 35 in RCW) shows we are not out of compliance. The Planning Commission amended the Bylaws in 2019. The Quorum was changed from 4 to 3. Under 2.12.100 the date was changed. Under 35.63.030 says compensation expressly prohibited. Recommendations can be presented.

Mayor Garrett stated he wanted to make sure all rules and regulations are followed. The City Attorney will provide guidance.

**ADJOURNMENT**

Planning Commission Chairperson Jody Emra adjourned the meeting at 8:21 p.m.

Approved:

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 Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk