**KETTLE FALLS PLANNING COMMISSION**

**MEETING MINUTES**

**MARCH 14, 2022, 7 P.M.**

 **CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 6:58 p.m.

Planning Commission Member Nick Gourlie lead the group in the Pledge of Allegiance

**ROLL CALL**

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

**STAFF**

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

**GUESTS**

Nicole Fandrey, Chamber of Commerce Member

Angie Monette, Chamber of Commerce

Jim Geisler of 775 Vanasse Rd

Jason Lister of 166 E Evergreen

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF FEBRUARY 14TH MINUTES**

Planning Commission Member Larry Kulesza made a motion to approve the January 10, 2022, meeting minutes. Planning Commission Member Nick Gourlie seconded the motion. Motion carried by all. Planning Commission Member Larry Kulesza – yes and Planning Commission Member Nick Gourlie – yes.

**NEW BUSINESS**

**KETTLE FALLS AWARDED HAPI GRANT FUNDING**

Alicia Ayars stated Kettle Falls was awarded $75,000 through the HAPI grant. The next step is to come up with a current inventory with the types of housing currently in Kettle Falls and determine the needs of the community. The planning commission needs to come up with recommendations including programs and codes.

Planning Commission Chairperson Jody Emra asked if that included an action plan?

Ms. Alicia Ayars stated it would include more on square footage of housing.

**HAPPY DELL PARK TITLE**

Planning Commission Member Larry Kulesza stated he sent an email to Raena who sent it to the City Attorney, Logan Worley.

Clerk/Treasurer Raena Hallam stated the history of the deed to the park needs to be researched and Logan is working on it.

**ZONING CONSOLIDATION**

Planning Commission Member Nick Gourlie stated the handout emailed out to everyone was the second version. It contains the use class and zone matrix in Title 17. There are two zones R1 and R2 but he was thinking there could be a third zone.

Ms. Alicia Ayars stated it would be great for the housing action plan to help shape the HAPI grant process.

Planning Commission Chair Jody Emra stated there is a Manufactured Home Code, Conditional Use Permit and Commercial.

Planning Commission Member Larry Kulesza stated that the Manufactured Home and Duplex zones could be eliminated. Minimum size for Designated Manufactured Homes in Historic Kettle Falls should be reduced to 800 sq. ft. from 1000 sq. ft. to be in compliance with RCW 35.21.684. Manufactured/Mobile Home Parks and RV Parks are uses, not zones. The terms, Mobile Home, Manufactured Home, Designated Manufactured Home, and Recreational Vehicle need to be understood as defined by the RCW. Continuity is the primary purpose of zoning. Larry stated that he is researching the possibility of non-annually renewed Conditional Use Permits.

**COMP PLAN, PARKS ELEMENT**

Planning Commission Member Larry Kulesza stated he is still researching this.

**STREET AND ALLEY VACATIONS**

Planning Commission Member Larry Kulesza stated he found a folder with street and alley vacations. He is in the process of organizing this material and will make an index of items and the Ordinances.

**JENNINGS ANNEXATION**

Planning Commission Member Larry Kulesza stated Brian Jenning purchased the old Urhausen property east of town. He has been working with Stevens County. Mr. Jenning petitioned to change the UGA. Larry met with City Superintendent Dave Willey and Mr. Jenning last week. The property is zoned for some Commercial, some housing and some open space. The Planning Commission needs a basic drawing. The parcel is about 25 acres. The UGA was changed on the map not sure when or how but then the parcel was de-annexed but the UGA did not change back to it’s original area. Larry handed out a map of Singer’s 2nd Addition.

**OTHER**

Mr. Geisler stated he purchased a lot on Kalmia and would like to know if he could park his RV on the lot for 6 months out of the year.

Planning Commission Chair Jody Emra asked if he wanted to do the snowbird thing? She stated his request did not fit in with the City’s zoning requirements.

Mr. Geisler stated he understands if he cannot park his RV on the lot.

Planning Commission Chair Jody Emra asked if there were codes against building a shop and Mr. Geisler being able to park his RV in the shop?

Clerk/Treasurer Raena Hallam stated that would have to be researched.

Mr. Geisler stated he just needed a place to park his RV. He stated he could build a small house.

Clerk/Treasurer Raena Hallam stated if water is in the area he could petition to hook up. The City Council would have to approve.

Planning Commission Member Larry Kulesza stated Mr. Geisler would first need to petition Stevens County to get his parcel on Vanasse into the UGA then he could apply to annex into the City. Other lots near his would also need to petition to get into the UGA.

Mayor Jessie Garrett stated there is no ordinance yet to keep water in the city limits. He told Mr. Geisler the first step would be to get his parcel into the UGA and go from there.

**OLD BUSINESS**

**CHAMBER OF COMMERCE – POWER ON MEYERS**

Ms. Nicole Fandrey stated she wanted to continue with the discussion from last month’s meeting. She handed out a draft of events. Nicole asked what the Planning Commission needed?

Planning Commission Member Larry Kulesza asked what the needs of the vendors would be, 110 or 220?

Ms. Nicole Fandrey stated they could have a separate meeting to discuss what the vendor needs would be. Some of the local businesses have volunteered power for vendors. Depending on the pool project, electrical can come from that location.

Planning Commission Member Larry Kulesza stated he had talked to City Superintendent Dave Willey on getting power from City Hall. They are still looking at possibilities. Not sure where the power from the median comes from. The are looking at the cost of materials and time it would take the city staff to repair.

Ms. Nicole Fandrey stated the Masonic Lodge has installed 220 power for vendors.

Planning Commission Member Larry Kulesza stated conduit can be modified for both.

Ms. Alicia Ayars stated they need to meet with Public Works as this is not a Planning Commission item for discussion.

**850 OLD KETTLE ROAD**

Ms. Alicia Ayars stated the Planning Commission is still waiting for a site map.

**PARK PLAN UPDATE**

This item is still being worked on.

**STEVENS COUNTY BIKE TRAIL PLAN**

This item is still under review.

**HOMEWORK ASSIGNMANTS**

Ms. Alicia Ayars stated this agenda item should be removed and items to be worked on will be discussed and assigned as they are addressed.

**PUBLIC COMMENT**

Ms. Angie Monette stated the Chamber is working on a beautification project. She stated she met with the Mayor and City Superintendent Dave Willey as well as Carrie Peach and Deb Steward. They are doing a fact finding project and have partnered with the Kettle Falls School District. They are look at Better World Day. Lady Lions have pledged $1500 for upgrades. Local food vendors have volunteered food for the volunteers. Angie inquired about the sidewalk and swells and is working with the City on a 5 year plan. Lighting, planters, watering. Flowers have been donated.

Ms. Nicole Fandrey stated they are focused on the business district on 395 and Meyers.

Planning Commission Chair Jody Emra told Nicole to speak to Robin Westergard.

Ms. Angie Monette said she had spoken to her.

Mayor Jessie Garrett stated that project would not fall under the Planning Commission but would get the word out and thank everyone.

Planning Commission Member Nick Gourlie stated the Planning Commission would like to collaborate and possibly work together as there are funds available for some things.

Ms. Angie Monette stated they have volunteers and kids helping and working together. She is working on different revenue streams.

**ADJOURNMENT**

Planning Commission Member Nick Gourlie motioned to adjourn the meeting. Planning Commission Member Larry Kulesza seconded the motion. All in favor. Motion passed.

Planning Commission Chairperson Jody Emra adjourned the meeting at 7:51 p.m.

Approved:

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 Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk