**KETTLE FALLS**

**PLANNING COMMISSION MEETING**

**MARCH 16, 2020**

**CALL TO ORDER**

Planning Commission Chairperson Adam Huff called the meeting to order at 7:06 p.m.

**ROLL CALL**

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

**STAFF**

Staff in attendance– Raena Hallam, John Ridlington, John Andrew and Kathi Merrill. Mike Weatherman was absent.

**GUESTS**

None

**ANNOUNCEMENTS AND MAIL RECEIVED**

None

**MEETING MINUTES**

**REGULAR MINUTES OF MARCH 9, 2020 MEETING**

Planning Commission Member Jody Emra made a motion to approve the March 9, 2020 meeting minutes. Motion seconded by Jessica Christopher. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jesse Christopher – YES. Planning Commission Member Jody Emra – YES. Motion carried.

**NEW BUSINESS**

**1. REVIEW ANY NEW DEVELOPMENTS WITH THE COMP PLAN**

Planning Commission Member Adam Huff stated this is B+ work. Really good job by everyone.

Planning Commission Member Adam Huff stated it’s “accessible”. Enough footnotes to be able to find things. It’s understandable. Well done. Thank you to everyone for doing a great job while he’s been out.

Planning Commission Member Larry Kulesza stated there has been three groups working on this document: The City Staff, SCJ and himself. The document looks really good. Just have little things to work on after submission.

Clerk/Treasurer Raena Hallam stated there may not be a public launch. She will be checking with Department of Commerce on this.

Planning Commission Member Larry Kulesza stated he will work on the calendar. In the Comp Plan on page 3, there is a correction to be made. He also said he will be adding a couple more sentences.

Planning Commission Member Jody Emra stated on page 5 of the Comp Plan it never mentions the Kettle River. Needs to be added.

Planning Commission Member Larry Kulesza told Jody if she would come up with a sentence on the Kettle River to email it to him so he could pass along to SCJ. On page 14 Vacant, Buildable Lands Analysis, this can be expanded and built upon later. Right now it meets the checklist standards. On page 15, Table 2-2 has been updated.

Planning Commission Member Adam Huff stated on page 17 under Critical Areas Policies, the bulleted items should have letters for reference reasons.

Planning Commission Member Larry Kulesza stated that is a good idea. He likes the blue headings. Easy to decipher. On page 22 under Residential, the MH-Manufactured Homes section, Yellow Pine and Lindsays are grandfathered in otherwise they would not meet the minimum lot size requirements.

Planning Commission Member Jessica Christopher stated on page 24, the Zoning Map, C1 and C2 labels should be changed, not the color coding.

Planning Commission Member Larry Kulesza stated in the Housing Section all the checklist items have been covered.

Clerk/Treasurer Raena Hallam stated the Water Plan is on the same schedule as the Comp Plan. Planning to submit at the end of March and June.

Planning Commission Member Larry Kulesza stated the cost of replacing the water lines is staggering. He asked what the capacity of the sewer plant was?

Clerk/Treasurer Raena Hallam stated the water treatment plant was built based on the projections of the previous Comp Plan.

Planning Commission Member Larry Kulesza stated on page 54 of the Comp Plan, under the Summary of Short Term Capitol Improvements heading, the list of projects outline could also be used in the Parks and Recreation Element for future projects.

Planning Commission Member Adam Huff pointed out some formatting issues in this section that should be corrected.

Planning Commission Member Jessica Christopher asked about page 58, the bullets, should they be letters?

Planning Commission Member Larry Kulesza stated there are just a few formatting issues and little things that needs to be addressed.

Planning Commission Member Jody Emra asked if there was a standard for using letters vs. bullets?

Planning Commission Member Adam Huff stated the letters would be for things to be referenced.

Planning Commission Member Larry Kulesza stated the Transportation Element now makes more sense.

Clerk/Treasurer Raena Hallam stated on page 70, the Classification column was bolded where other tables did not have the first column bolded.

Planning Commission Member Jody Emra stated it is a matter of formatting consistency.

Clerk/Treasurer Raena Hallam stated on page 74, last paragraph, the “s” needs to be removed after “residential” and in the second sentence, the second “if” should be “is”.

Planning Commission Member Larry Kulesza stated as far as he knew the sidewalks in the commercial areas are not 8’ wide, maybe if they included the swales. On page 78, in the financial section, its much easier to understand now. The Annexation, Economic Development and Parks and Recreation Elements are not required by Department of Commerce but they are by the Coungy. On page 84, Table 6-1, not sure why the word “Districts” is underlined. On page 90, Meyers Falls is not described but is included in the table.

Clerk/Treasurer Raena Hallan stated the 10.8 acres can be tied to the Municipal Code.

Planning Commission Member Larry Kulesza addressed the Appendices. In the Stevens County Countywide Policies, #5 Affordable Housing, Policy 1… there is the word “shall”, Larry asked the county about this and has not received an answer back. Larry said he just wants and RCW to refer to.

Larry said he and the Mayor attended the last County Meeting where Jenni Anderson said the county might not be ready to submit their Comp Plan in this calendar year. Fire Commissioners attended this meeting also. The County was proposing to take the Fire Marshalls line off the forms. The county also spoke of reducing road standards in new developments. Everyone was given homework on this issue. There needs to be bridge as well as road standards. The Fire Departments are not being cut out of the planning process.

SCJ proposed Appendix A – Kettle Falls Implementation Plan. This can be used in the Park and Recreation Plan also.

Larry stated we could continue to work on the checklist even after submission.

**2. DECISION TO SUBMIT COMP PLAN TO DEPT. OF COMMERCE**

Clerk/Treasurer Raena Hallam stated she was looking for the Planning Commission to make a motion to allow SCJ, Larry and the City Staff to make the noted corrections and then submit to Commerce without another Planning Commission meeting to approve.

Planning Commission Member Jody Emra motioned to allow SCJ, Larry and the City Staff to make noted corrections and then submit to Department of Commerce without the Planning Commission group meeting and approving.

Planning Commission Member Jessica Christopher seconded the motion. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jody Emra – YES, Planning Commission Member Jessica Christopher – YES. All in favor. Motion passed.

**OLD BUSINESS**

**GMA UPDATE SCHEDULE REVISIONS**

Clerk/Treasurer Raena Hallam stated there are no GMA revisions as of yet. She said she needs to contact the Department of Commerce. The next meeting could be March 30th or April 13th. She will email everyone and let them know. It’s a TBD as of now.

**HOMEWORK**

There is no homework at this time.

Clerk/Treasurer Raena Hallam stated after the Comp Plan is submitted, everyone can then read the final submitted plan and prepare for a public launch if there is one.

Planning Commission Member Larry Kulesza stated the group could work on the Parks and Recreation Plan and the Revitalization Plan (Action List). The projects could then be presented to local groups for volunteering and fundraising plans. With a project list an estimate of costs as well as timelines and support could then be obtained.

**PUBLIC COMMENT**

None

**NEXT MEETING**

Next meeting is scheduled for either March 30 or April 13, 2020 7:00 p.m. at City Hall. Raena will email everyone to confirm.

**ADJOURNMENT**

Planning Commission Member Jessica Christopher made a motion to adjourn the meeting. Planning Commission Member Jody Emra 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 8:28 p.m.

Approved:

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Adam Huff, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk