**KETTLE FALLS**

**PLANNING COMMISSION MEETING**

**DECEMBER 16, 2019**

**CALL TO ORDER**

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

**ROLL CALL**

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

**STAFF**

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

**GUESTS**

Jody Emra and Robyn Westergaard

**ANNOUNCEMENTS AND MAIL RECEIVED**

There were no announcements and mail received, Planning Commission moved on to Meeting Minutes.

**MEETING MINUTES**

**REGULAR MINUTES OF DECEMBER 9, 2019 MEETING**

Planning Commission Member Larry Kulesza made a motion to approve the December 9, 2019 meeting minutes. Motion seconded by Jessica Christopher. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jesse Christopher – YES. Motion carried.

**NEW BUSINESS**

**POSSIBLE NEW PLANNING COMMISSION MEMBER**

Planning Commission Member Adam Huff stated a letter was received from someone interested in becoming a Planning Commission member.

Clerk/Treasurer Raena Hallam introduced Jody Emra. Jody is the newest member of the Planning Committee. She is unable to vote this evening on matters until made official by the City Council at tomorrow’s meeting.

Planning Commission Member Adam Huff stated we would begin the Public Hearing on the Parks and Recreation Element of the Kettle Falls Growth Management Comprehensive Plan. Adam read the Public Hearing Checklist.

Clerk/Treasurer Raena Hallam reported the last Public Hearing on this Element was in June. She stated the language would be amended to reflect input from the Parks and Recreation Committee and input from tonight’s meeting.

Planning Commission Member Adam Huff called for public testimony. Time was 7:11 p.m. There were no letters and so Adam asked for input.

Robyn Westergaard asked if the pool was part of this Public Hearing?

Planning Commission Member Larry Kulesza said “yes”.

Planning Commission Member Adam Huff addressed Objective 2 – Maintain and Improve Infrastructure in all parks. Page VIII-9. This section explains the plan for the pool.

Planning Commission Member Jessica Christopher stated page VIII-2 in the fourth paragraph explains the costs of repairing the pool was estimated at $80,000 to $100,000.

Clerk/Treasurer Raena Hallam stated that figure was amended to be closer to $150,000.

Planning Commission Member Adam Huff stated there is a lot of interest in the pool. If the pool was enclosed it could be used year-round and be a source of revenue for the city.

Robyn Westergaard asked when would the repairs on the pool happen? She said we don’t want to give up on it.

Planning Commission Member Adam Huff stated it would probably be between 2020 and 2015.

Clerk/Treasurer Raena Hallam stated the Planning Commission does not make budget decisions, that would be City Council.

Mayor Ridlington asked about the status of Gibson Field? He stated the City did an exchange with the school.

Clerk/Treasurer Raena Hallam stated it’s a green space and may be revised.

Planning Commission Member Adam Huff stated these things will be addressed before submission.

Planning Commission Member Larry Kulesza addressed the section on Meyers Falls. This is not owned by the City. We would have to work with Ben Hendrickson. A sentence would need to be added (Page VIII-6) stating the property in not under City control. The Commission will wait for feedback after submission and maybe some things can be condensed. Larry explained the deadline for submission and revisions. Around May 1 the Commission should get the feedback from the Department of Commerce. We will then have 4 months to make amendments. Then City Council will need to adopt an Ordinance by June. The GMA is reviewed every 6 years, but it can be amended more often.

Planning Commission Member Adam Huff stated the Public Testimony session was not closed. It was 7:22 p.m. Adam then Opened the Public Hearing session for the Land Use Element. Adam read the Public Hearing Checklist.

Clerk/Treasurer Raena Hallam stated in Section II Land Use Element this was the first Public Hearing on this. She stated we still need to update the Tables in this section. Table II-2 may still need updating even though it’s been changed recently.

Planning Commission Member Jessica Christopher stated the language would need to be changed on some of the old dates.

City Councilman Mike Weatherman asked if the county had land use numbers?

Clerk/Treasurer Raena Hallam stated she took the actual populations to do the equitation’s. Our numbers are not close to the County’s numbers. We need to find out how we need to do the calculations.

Planning Commission Member Larry Kulesza stated the County has a Planner. That Planner presented the Land Use calculations. Larry said we have to find a method to reconcile.

Planning Commission Member Adam Huff said the Public Testimony session is now open. The time was 7:29 p.m. There were no letters and no Public Testimony. The session was then closed. The time was 7:30 p.m.

**POSSIBLE CONTRACT WITH SCJ ALLIANCE**

Clerk/Treasurer Raena Hallam said she was contacted by this company about a year ago. This company can help us. There was a phone conference last Friday with SCJ and it went well. They work with the City of Chewelah. Raena said she was hoping the Planning Commission would make a motion to approve the contract with SCJ. With their assistance we can get this done.

Planning Commission Member Jessica Christopher made a motion to recommend to City Council to approve the contract with SCJ to help the Planning Commission work on the Comprehensive Plan update.

Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Member Larry Kulesza – YES, Planning Commission Member Jessica Christopher – YES. Motion passed.

**OLD BUSINESS**

**TIMELINE REVIEW**

Planning Commission Member Larry Kulesza stated he has created a new timeline for the Comprehensive Plan. This is the first draft. He said he put all available dates on the timeline. Larry stated that not all of the Public Hearings need to happen before the Commission submits the plan. The agency will review and make suggestions and mentor us. The Planning Commission will make the amendments and to the editing and formatting. Larry feels the Commission will be able to pull this off better than expected. With an extra Planning Commission Member, it will be more flexible with dates and having a quorum for meetings.

Planning Commission Member Adam Huff stated the only Monday in January he would be available would be January 13th.

Clerk/Treasurer Raena Hallam stated the Public Hearings for Transportation and Housing will be after the February submission. There will be a review period. We may have the comments back by April 27th and on May 11 we can get public comments.

Planning Commission Member Larry Kulesza stated we will see if we can project an image on the wall and make live edits at the Library.

**Public Hearing Review**

Clerk/Treasurer Raena Hallam stated at the next meeting the Commission will review the comments from tonight. The next review will be on the Annexation and Economic Development Elements. On January 27th there will be a Public Hearing on the Annexation and Economic Development Elements. The commission should start the review for the submission of the Transportation Element. The January 6th meeting date may not be needed.

Planning Commission Member Larry Kulesza stated the commission needs to get a copy of the Comprehensive Plan to the SCJ group. They should give the commission an idea of how much work still needs to be done.

Clerk/Treasurer Raena Hallam stated by the time the Planning Commission has their meeting on January 13th, SCJ should have had time to do a review of the Comprehensive Plan. Raena encouraged members of the Planning Commission to attend the City Council meeting scheduled for the following evening to support this contract.

Planning Commission Member Larry Kulesza stated he was counting the hours that the Planning Commission has spent since starting two meetings per month. It is still unclear how many more hours will be needed in the future. Larry will present this to City Council tomorrow evening. The City can use the grant monies first then see how much more will be needed from the budget.

Planning Commission Member Adam Huff stated the next Planning Commission meeting will be on January 13th. The January 6th meeting date is pending at this time.

City Councilman John Andrew said he was pleased SCJ was stepping in to help but what are the costs going to be?

Planning Commission Member Larry Kulesza stated the rates are on the last page of the proposed contract. Larry asked if a percentage of the planning budget could be used. The City had a planner, but they left. He said going forward we may have more work for a planner. The City could put the Planning Group on retainer and only use as needed.

Robyn Westergaard asked if the amount would be proposed to City Council at tomorrow’s meeting?

Planning Commission Member Larry Kulesza stated there was $24,000 in Consulting. Some of the Planning funds cover Kathi and Raena’s salary. Larry said there needs to be a line item for Planning. He is trying to find out what that number is.

Robyn Westergaard asked how long would the review take? Need to find out the cost first.

Planning Commission Member Larry Kulesza stated until SCJ gets the document and see what we have we probably won’t know the initial cost.

Clerk/Treasurer Raena Hallam stated there is a planning position. In the new budget there is $10,000 in the budget. The grant is $5,000.

Robyn Westergaard asked if there was a fine if the plan is not submitted on time?

Planning Commission Member Larry Kulesza stated the City would lose access to funding and the $5,000 grant money.

**HOMEWORK**

Clerk/Treasurer Raena Hallam stated the Planning Commission Members should review the Annexation and Economic Development Elements for the next meeting.

**PUBLIC COMMENT**

None

**NEXT MEETING**

Next meeting is scheduled for January 13, 2020 7:00 p.m. at Kettle Falls City Hall.

**ADJOURNMENT**

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

Planning Commission Meeting adjourned at 7:59 p.m.

Approved:

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Adam Huff, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk