**KETTLE FALLS**

**PLANNING COMMISSION MEETING**

**FEBRUARY 10, 2020**

**CALL TO ORDER**

Planning Commission Vice Chairperson Jessica Christopher called the meeting to order at 7:02 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 FEBRUARY 3, 2020 MEETING**

Planning Commission Member Larry Kulesza made a motion to approve the February 3, 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 OF ALL ELEMENTS**

Planning Commission Member Jessica Christopher read the Public Hearing Checklist.

Clerk/Treasurer Raena Hallam stated tonight the group will review all the Elements. Alicia from SCJ will be doing a presentation on submitted document. Larry will be doing the presentation of elements tonight.

Planning Commission Member Jessica Christopher opened the Public Hearing at 7:05 p.m. Hearing was opened to public testimony. No Testimony. Public Hearing was closed at 7:06 p.m.

Planning Commission Member Larry Kulesza stated he has worked on the Land Use, Capitol Facilities, Housing and Transportation Elements. The Annexation, Economic Development and Park and Recreation Elements are not required. Larry reviewed the Introduction section. He stated the green highlighted text is to be moved to another section, the Red highlighted text is notes and the Blue highlighted text is new text. There are sections that have strikethrough of language being removed or replaced. Larry will send the edited elements as well as the draft of each element for members to review. Any comments on these documents are to be sent to Clerk/Treasurer Raena Hallam.

Table VI-1 in the Land Use Element is the same table as in Introduction. Alicia noted zoning C3 and Low Density Residential were missing from the chart. Kettle Falls does not have these zones currently.

Table VI-2 will change if there is annexation. Will not change until then.

Larry stated he is starting the draft of the Economic Development Element.

Alicia is taking the lead on the Land Use Element. She did a chart with notations on the Land Use and Housing Elements. The Land Use Element is very technical and should be done by the planner.

Clerk/Treasurer Raena Hallam stated the Critical Areas section should be compared to the County’s. The handout on Capital Facilities included in tonight’s packet is to be added in.

Planning Commission Member Larry Kulesza stated the Capitol Facilities Element is very specific. It is stated that funding must be included in any development for facilities. Alicia from SCJ said we need to establish an ongoing scheduling process for Capital spending, extending over long periods of time. Kettle Falls just needs to maintain the Capital Facilities we have. The 6-year plan is done each year when the budget is done.

Planning Commission Member Jessica Christopher asked if we need definitions for

Capital Facilities and Essential Public Facilities?

Planning Commission Member Larry Kulesza said he will look up the RCW. He said we don’t have a definitions page right now. We will have to see what language the County is using.

City Councilman Michael Weatherman stated on page 10 of the Green Tab handout from SCJ, 6-Provisions for siting essential public facilities… a. says *“A process or criteria for identifying and siting essential public facilities.”* Alicia noted she has not seen this chapter.

Clerk/Treasurer Raena Hallam stated she was told by Alicia from SCJ that we could take out the financial tables.

Planning Commission Member Larry Kulesza stated in Policy 3 of Stevens County it states Essential Public Facilities.

Housing Element – Larry stated Alicia had comments. The Population projection should be 4%. We need to check with the County as Jenni from Stevens County said 3.6% but the County is using 2.8% for their projections. There are a lot of numbers in the Green Tab spreadsheet from Alicia. Alicia can help with the Tables.

Special Needs language is no longer used. We will ask Alicia on this.

Drafts of all the Elements must be done by February 21. We have to get the edited elements to Department of Commerce by February 28th.

Transportation Element – this one is complex. Things Alicia pointed out refer to the 6 year plan. The County is still producing information that needs to go into our tables.

We need to have Alicia identify things that are not needed.

The Plan is a vision.

On pages 21-23 of the Transportation plan Alicia said we could get rid of that text up to. Also can get rid of Tables V14, V15 and V16.

Policies and Goals are adequate. Policy 8 could be eliminated. In Policy 11 it states “Fair Share” amounts. Maybe edit language.

Economic Development Element – the background is almost unnecessary. Zones need to be identified. The Goals and Policies are well stated. In Policy 2 - the language should be edited.

**OLD BUSINESS**

**1. QUESTIONS FOR STEVENS COUNTY REVIEW**

Clerk/Treasurer Raena Hallam stated she, Kathi, Larry and the Major met and reviewed the information Larry got from his meeting with Stevens County. After the review staff were assigned tasks.

Planning Commission Member Larry Kulesza stated in the Green Tab handout from Alicia she addressed the Electric Vehicle Charging Stations. There are three types of zoning for this.

Planning Commission Member Jessica Christopher asked if we needed definitions of each zoning type?

Planning Commission Member Larry Kulesza stated we need to define Level 1 and Level 2 and Level 3. Jody provided a lengthy document and it states: *“Levels 1 and 2 are permitted as accessory uses to parking facilities in all areas. Level 3 or fast charge is permitted as a principal use in commercial and industrial zones or as a conditioned use in general.”* Zoning it will be the easiest. We can’t prohibit it.

**2. CHECKLIST REVIEW**

This was basically done in the element review.

**HOMEWORK**

Everyone will receive drafts and edited versions of all the elements to review and give feedback to Raena.

**PUBLIC COMMENT**

None

**NEXT MEETING**

Next meeting is scheduled for February 24, 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 Jody Erma 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 8:48 p.m.

Approved:

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Jessica Christopher, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk