**KETTLE FALLS PLANNING COMMISSION**

**MEETING MINUTES**

**NOVEMBER 8, 2021, 7 P.M.**

 **CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:05 p.m.

**ROLL CALL**

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

**STAFF**

Staff in attendance included Raena Hallam, John Ridlington, Mike Weatherman and Mary Schultz.

**GUESTS**

None.

**ANNOUNCEMENTS AND MAIL RECEIVED**

As there were no Announcements and Mail Received, Planning Commission moved on to Meeting Minutes.

**MEETING MINUTES**

**REGULAR MINUTES OF SEPTEMBER 20, 2021**

Planning Commission Member Nick Gourlie made a motion to approve the September 20, 2021 meeting minutes. Planning Commission Member Larry Kulesza seconded the motion. Motion carried by all. Planning Commission Member Larry Kulesza – yes and Planning Commission Member Nick Gourlie – yes.

**NEW BUSINESS**

As there was no New Business, Planning Commission move to Old Business.

**OLD BUSINESS**

**PARK PLAN UPDATE**

Planning Commission Member Nick Gourlie asked if there are any corrections needed to the Park Plan at this time.

Chairperson Jody Emra stated there needs to be more sidewalks put in throughout town when moving forward with projects for the safety of the community.

Mayor John Ridlington stated a grant application has been submitted for the pathway at Happy Dell Park and the sidewalk down Evergreen to Kettle Falls High School. He stated another area through town that could use a sidewalk is from the Library to the Senior Citizens Hall.

Chairperson Jody Emra stated the recent project in downtown Colville also focused on redoing the sidewalks.

Planning Commission Member Nick Gourlie asked if the city had any competition for receiving the grant. Mayor John Ridlington stated there are several cities applying for this grant.

Planning Commission Member Larry Kulesza stated the sidewalk projects can be integrated into the action plan. He explained the front of Happy Dell Park is not pedestrian friendly and can be discussed in the action plan.

Chairperson Jody Emra stated she has witnessed a neighbor parking a large truck on the sidewalk making everyone have to walk around into the street.

Mayor John Ridlington stated there has never been any sidewalks in Tripp’s Addition as well.

Planning Commission Larry Kulesza stated there was supposed to be sidewalks in that area, but it was waved.

Mayor John Ridlington stated the developers found it too expensive to place sidewalks through that area.

Planning Commission Member Nick Gourlie suggested creating a list of where there needs to be a sidewalk but asked how the driveways would be identified.

Planning Commission Member Larry Kulesza stated it would be a matter of figuring out who has what then go from there.

Chairperson Jody Emra suggested putting in a bike path as well.

Planning Commission Member Nick Gourlie stated there needs to be drainage included wherever the sidewalks are placed.

 Planning Commission Member Larry Kulesza suggested deleting the information with a line through it and comparing the Comprehensive Plan to the E copy.

Chairperson Jody Emra stated Kettle Falls Downtown Park had new improvements under the same category.

Planning Commission Member Larry Kulesza stated the Parks Committee presented the information like that.

Chairperson Jody Emra asked if there is still a Parks Committee. Clerk/Treasurer Raena Hallam stated no.

Planning Commission Member Larry Kulesza stated when submitting the grant application, it is important to give an inventory of goals and objectives for that project. Furthermore, if you can show there has been an attempt to include the public with these steps, it looks better through the application process.

Mayor John Ridlington stated on Page 9 in the Parks Plan it says the city and Kettle Falls School District owns the Gibson Field, however the city no longer owns part of it.

Chairperson Jody Emra stated the plan is to remove the information with a line through it, add objectives and work on the action plan.

**UPDATE ON POOL**

Chairperson Jody Emra asked how the progress was going on the pool.

Mayor John Ridlington stated the election is at 83% in favor as of now.

**SHORELINE MASTER PLAN GRANT UPDATE**

Clerk/Treasurer Raena Hallam stated she emailed a letter of questions pertaining to the Shoreline Mater Plan update to Stevens County. She explained the letter was mailed to Northport and Marcus as well but has not received a response back.

**2022 BUDGET REQUEST**

Clerk/Treasurer Raena Hallam suggested the Planning Commission draft a budget to be presented at tomorrow night’s Budget Workshop Meeting.

Planning Commission Member Larry Kulesza stated because the action plan has not been completed and this is a new process for the Planning Commission, he could write up a rough draft with a dollar amount attached to present.

Chairperson Jody Emra asked if Planning Commission can present a price range to City Council.

Clerk/Treasurer Raena Hallam stated City Council will want to see specific projects and a dollar amount for those projects.

Planning Commission Member Nick Gourlie suggested using the projects discussed at the Information Center.

Planning Commission Member Larry Kulesza stated the Information Center projects will need to be prioritized but will also cost more than three thousand dollars ($3,000.00).

Clerk/Treasurer Raena Hallam announced that everyone was welcome to come to the Budget Workshop Meeting.

Planning Commission Member Larry Kulesza stated he will draft a budget requesting for three thousand dollars ($3,000.00) and incorporate the Information Center projects, which will include the flagpole light, electrical and sheet rock in back room.

**KETTLE FALLS MUNICIPAL CODE UPDATE**

Planning Commission Member Larry Kulesza presented a list of 2022 planning goals.

**Planning Commission Notes**

November 8, 2021

Planning Goals 2022

* Inventory of Non-conforming Uses and Structures.
* Inventory of Variances, Conditional Uses and Lot Line Adjustments.
* Binding Site Plan revision.
* Planned Development revision.
* Creating a Conditional Use classification for Duplexes in Single Family Residential zones.
* Directly connecting Manufactured Housing to the city building code.
* Clarifying jurisdictional authority for Manufactured Homes.
* Clarifying distinctions among Manufactured Housing, Mobile Homes and Recreational Vehicles. (Manufactured Home and Mobile Home are not interchangeable terms.)
* Revisiting year-round occupancy of Recreational Vehicles in Recreational Vehicle Parks.
* Obtaining an up-to-date zoning map of the City of KF. (In process.)
* Develop a Strategic Plan for an Integrated Sidewalk System. (Part of Complete Streets.)
* Establish a Parks and Recreation Improvement Fund in the city budget.
* Revision of the Urban Growth Area.
* Establish a Joint Planning Area with Stevens County.

List to be prioritized, perhaps by making 3 groups based on importance and/or time required for completion.

Mayor John Ridlington stated Mr. Chuck Singer talked about bringing his property off Hwy 25 into the city which would allow access from the Hwy on both sides.

Planning Commission Member Larry Kulesza stated he would like to revise the Binding Site Plan process as there were challenges with the Brandon True property.

Chairperson Jody Emra stated next project is to revise Title 17 &15.

**STEVENS COUNTY**

Planning Commission Member Larry Kulesza stated the original Comprehensive Plan was created back in 1997 with an established joint planning area, which went from the East all the way to the Columbia. He explained it is important to do some research on why the joint planning is no longer in the Counties Comprehensive Plan as the cities resources are still being used outside of the city limits with no tax breaks.

**PUBLIC COMMENT**

As there was no Public Comment, Planning Commission move to Adjournment.

**ADJOURNMENT**

Planning Commission Chair adjourned the meeting at 8:17 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Mary Schultz, Secretary/Clerk