

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
JUNE 10, 2024**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:00 p.m.  
Planning Commission Member Joe Owens led the group in the Pledge of Allegiance.

**ROLL CALL**

Members in attendance included Jody Emra, Nick Gourlie, and Joe Owens. Larry Kulesza's absence was excused.

**STAFF**

Staff in attendance included Mayor Jesse Garret, Secretary LeAnne Sanders, Council Member Chris Shurrum, Council Member Michael Weatherman, and Mike Manning (SCJ Alliance) via video.

**GUESTS**

Mindy Courson, Josh Weatherman, Keith Miller, Jodi Owens, Gene and Makayla Brockman.

**ANNOUNCEMENTS AND MAIL RECEIVED**

There is no mail or announcements.

**MEETING MINUTES**

**REGULAR MINUTES OF MAY 13, 2024, MEETING**

Planning Commission Second Vice Chair Nick Gourlie motioned to approve the minutes of the May 13, 2024, meeting as presented. Planning Commission Member Joe Owens seconded the motion. Planning Commission Second Vice Chair Nick Gourlie – YES, Planning Commission Member Joe Owens – YES. Motion passed.

CLOSED

**NEW BUSINESS**

**NEW PLANNING COMMISSION MEMBER**

Planning Commission Chair Jody Emra introduced new Planning Commission Member Joe Owens.

Planning Commission Member Joe Owens stated they moved to Kettle Falls in 2015, works as a helicopter mechanic and is happy to serve as a planning commission member.

CLOSED

## **LOT LINE ADJUSTMENT - PARCEL #0325500**

Contract Planner Mike Manning stated a preapplication meeting was held for a lot line adjustment for three parcels individually owned by Mr. Baxter (#0325500), Mr. Miller (#3025550), and Mr. Walker (#0325540) on E. 3<sup>rd</sup> Avenue by Hometown Bar. Mr. Walker and Mr. Miller own the two smaller parcels to the east and desire to expand their lots seventy feet to the west into Mr. Baxter's parcel. These two lots do not have street frontage but are currently accessed through a private access easement that goes up to the Miller property. Through this lot line adjustment, the Miller and Walker parcels will borrow some land from the Baxter parcel and the easement will extend farther north to the Walker property. This lot line adjustment will make the lots more legal conforming by adequately establishing the access to the Walker parcel.

Planning Commission Chair Jody Emra asked if the easement for the Baxter property had been resolved.

Josh Weatherman was present and stated the Baxter property will use the existing easement which connects to the dog leg area of his parcel.

Planning Commission Second Vice Chair Nick Gourlie asked if Mr. Weatherman knew how wide the dog leg section is.

Josh Weatherman stated it is approximately thirty feet.

Contract Planner Mike Manning stated when he receives confirmation for the easement to the Walker parcel, the planning commission can move forward with the finalization and approval of the lot line adjustment unless Planning Commission has any concerns.

Planning Commission Second Vice Chair Nick Gourlie asked about the storage shed which will set on the Miller parcel once the lot line adjustment is complete.

Josh Weatherman stated the shed belongs to Angie Monette, owner of Hometown Bar and Grill, and Mr. Miller have come to an agreement for removal of the shed within 90 days.

Planning Commission Second Vice Chair Nick Gourlie stated he wanted to be sure the shed would not be blocking any easements.

Planning Commission Second Vice Chair Nick Gourlie made a motion to approve the lot line adjustment for Parcel #0325500 and #0325540 and #0325550 under the condition that the easement is recorded. Planning Commission Member Joe Owens seconded the motion.

Council Member Mike Weatherman asked if road easements are fifty feet.

Contract Planner Mike Manning stated private easements can be thirty feet.

Planning Commission Chair Jody Emra asked if the agreement for the shed should be in writing.

After further discussion, Planning Commission Second Vice Chair Nick Gourlie included the condition for removal of the storage shed within 90 days to his motion. Planning Commission

Member Joe Owens had no further comment. Planning Commission Second Vice Chair Nick Gourlie - YES. Planning Commission Member Joe Owens – YES.

CLOSED

### **OLD BUSINESS**

#### **310 E. 5<sup>TH</sup> AVENUE – LOT LINE ADJUSTMENT**

Mindy Courson was present and stated they decided not to apply for a variance for the shed that is a non-conforming use. Ms. Courson asked to have 60 days to remove the shed.

Planning Commission Chair Jody Emra stated the lot line adjustment was approved at the last meeting and since it was decided to remove the building all that is needed is paperwork stating the shed will be removed within 60 days.

CLOSED

#### **GENE AND MAKALYA BROCKMAN – PARCEL #0327001**

Gene and Makayla Brockman were present and asked if access is available for 7<sup>th</sup> Avenue east of Oak Street. Mr. Brockman stated they are in the process of purchasing Parcel #0327001 and asked who is responsible for removing the trees, sheds, and recreational vehicles to clear the access.

Planning Commission Second Vice Chair Nick Gourlie stated there was inquiry about this access a few years back and the landowners on both sides thought the street had been vacated years ago. He said at this time he is not sure if there was a conclusive answer as to if the access had not been vacated.

Mayor Jesse Garret stated he thought it would not be up to the city to develop the street, it would be up to the developer. He stated he would have to do more research on whether the street is accessible.

Planning Commission Second Vice Chair Nick Gourlie asked if Brockman's were aware there is an easement on the property to the north to E. 6<sup>th</sup> Avenue.

Mr. Brockman said they were aware of the easement.

Mayor Jesse Garrett suggested Mr. and Mrs. Brockman set up a meeting with City Superintendent Dave Willey and Contract Planner Mike Manning for more specific information.

Mr. Brockman asked whose responsibility it would be to put the water and sewer lines to the property.

Mayor Jesse Garrett stated it is the developer's responsibility to pay to connect to the existing plant and run the lines to their property.

Mindy Courson stated the easement through the north property to 6<sup>th</sup> Avenue is sixty feet.

Planning Commission Chair Jody Emra stated there is concern on opening 7<sup>th</sup> Avenue on to Oak Street, as this section of Oak Street is the drop off zone for the Elementary School.

Mr. Brockman stated their plan is to develop the lots and they may build a few homes for themselves to use as rentals then sell the remaining lots to other people to build homes on. They do have a couple concerns with the minimum lot size of 7,000 square feet and minimum house size of 1,000 square feet. These are just preliminary plans.

Planning Commission Chair Jody Emra stated it would be extremely helpful for Mr. and Mrs. Brockman to meet with City Public Works for information and Mayor Jesse Garrett said he would check into the status of the access for 7<sup>th</sup> Avenue.

OPEN

### **PICKLEBALL LETTER**

Mayor Jesse Garrett reviewed with Planning Commission the letter he sent to the Pickleball Organization reference the concern or confusion of the type and placement of the storage building provided by the city (copy attached). He stated the area where they wanted to place their storage container, he did not feel was safe and provided an alternative location he felt worked for everyone. He stated the area to the shed will be ADA accessible and they can place their locked storage container in the shed. The school tennis club can also have storage space for their tennis balls. He stated the storage shed will be locked so no one can get in.

Mayor Garrett reviewed the layout of the shed and gravel area.

Planning Commission Chair Jody Emra asked if there will be enough room in the storage shed for the Pickleball container and the school tennis equipment.

Mayor Jesse Garrett stated yes, there is, as the school only stores buckets of tennis balls.

Council Member Mike Weatherman stated his concern is the doors are not visible from the parking lot for the police to see when checking on the park.

Mayor Garrett stated the doors will be locked and the Pickleball Organization and one person for the school will have the code.

Planning Commission Second Chair Nick Gourlie asked who is purchasing the storage container.

Mayor Jesse Garrett stated in his letter the city would provide the storage container. This item was informational only.



City of  
**Kettle Falls**  
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Kettle Falls, Washington 99141

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Mayor  
City Council  
Clerk/Treasurer  
Building Inspector  
Fire Department  
Planning Commission  
Project Manager/Grant Writer

509-738-6821  
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Public Works Dept.  
City Superintendent

509-738-6700  
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Police Department

June 10, 2024

Pickleball Organization  
Kettle Falls, WA 99141

RE: Tennis Court Equipment Storage Facility

Ladies and Gentlemen:

There seems to be some concern or confusion over the type and placement of the city provided storage. Let's clear the air.

The City desires to provide adequate and safe storage for all users of the parks:

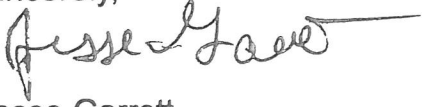
- ADA Accessibility
- Non-Interference with flow of traffic
- Elimination or reduction to accident hazards
- Minimizing obstructions to park maintenance

The Pickleball Organization has expressed their desire to have a lockable container approximately 4'X2'X2 for their exclusive use of net/equipment storage. The placement has been requested close to concession/restroom building. The city administration has some concerns:

- This will not provide convenient access to court use (although ADA compliant)
- This will present a trip/fall hazard to children and adults since it is in the open area of traffic flow.
- The City is somewhat uncomfortable in establishing exclusive storage sites in various areas of the park, in addition to ones already established. This sets a precedent that could lead to more complicated future issues.

The city has provided what it feels is an acceptable solution, using existing storage and placement. See attached diagram. This can provide exclusive storage space for Pickleball equipment and school storage of tennis equipment while providing ADA compliance, reduced trip hazards and minimizing maintenance issues.

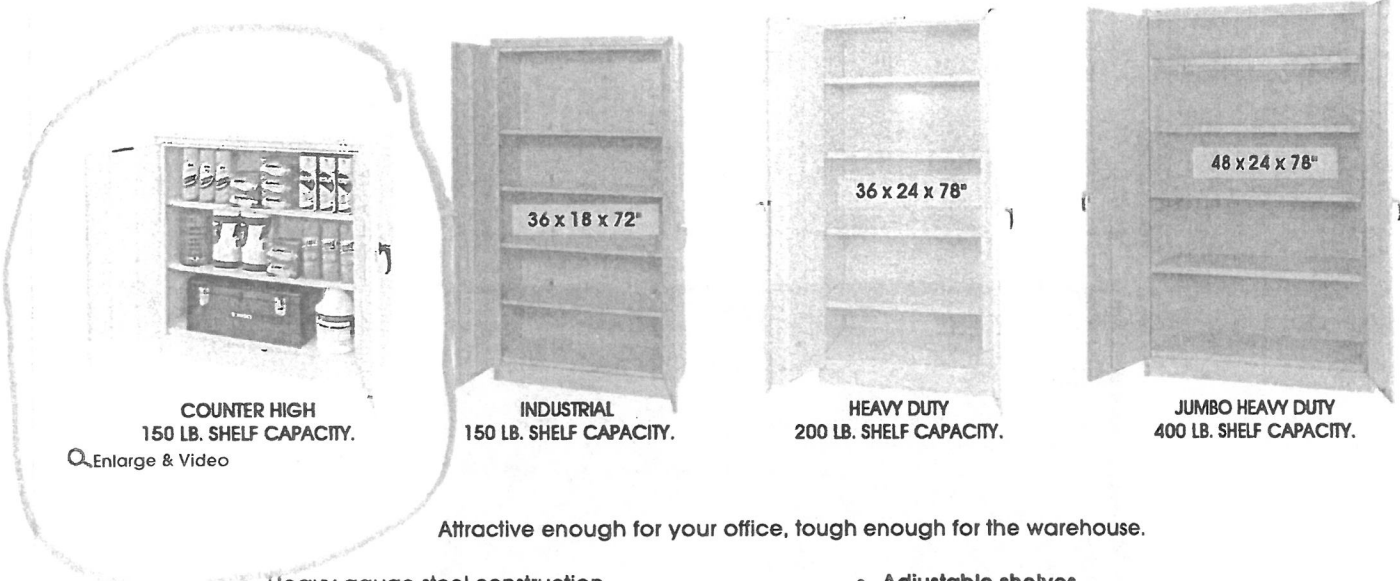
Sincerely,

A handwritten signature in black ink that reads "Jesse Garrett". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Jesse Garrett  
Mayor

Cc: Kettle Falls Planning Commission

# STORAGE CABINETS



Attractive enough for your office, tough enough for the warehouse.

- Heavy-gauge steel construction.
- Locking doors.
- Adjustable shelves.
- Optional Cabinet Dollies make cabinets mobile for easy cleaning.

STORAGE CABINETS				Ton		Gray		Black		UNASSEMBLED			ASSEMBLED		
MODEL NO.	DESCRIPTION	DIMENSIONS W x D x H	NO. OF SHELVES	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH		ADD TO CART	PRICE EACH		ADD TO CART				
						1	2+		1	2+					
H-1106	Counter High	36 x 18 x 42"	3	150	70	\$265	\$255	<a href="#">Specify Color</a>	\$380	\$365	<a href="#">Specify Color</a>				
H-3618		36 x 24 x 42"				\$330	\$320	<a href="#">Specify Color</a>	425	410	<a href="#">Specify Color</a>				
H-3619		48 x 24 x 42"				505	480	<a href="#">Specify Color</a>	675	650	<a href="#">Specify Color</a>				
H-8447	Industrial	30 x 18 x 72"	5	150	108	370	355	<a href="#">Specify Color</a>	495	475	<a href="#">Specify Color</a>				
H-1105*		36 x 18 x 72"				415	400	<a href="#">Specify Color</a>	535	510	<a href="#">Specify Color</a>				
H-2216		36 x 24 x 72"				470	450	<a href="#">Specify Color</a>	625	600	<a href="#">Specify Color</a>				
H-2217	Heavy Duty	36 x 18 x 78"	5	200	142	515	490	<a href="#">Specify Color</a>	665	640	<a href="#">Specify Color</a>				
H-1223		36 x 24 x 78"				565	540	<a href="#">Specify Color</a>	755	725	<a href="#">Specify Color</a>				
H-3617	Jumbo Heavy Duty	48 x 18 x 78"	5	400	177	615	590	<a href="#">Specify Color</a>	835	805	<a href="#">Specify Color</a>				
H-1871		48 x 24 x 78"				680	655	<a href="#">Specify Color</a>	1,035	990	<a href="#">Specify Color</a>				

\* Also available in White

SHIPS VIA MOTOR FREIGHT

SHIPS VIA MOTOR FREIGHT

ADDITIONAL SHELVES				Ton		Gray		Black	
MODEL NO.	DIMENSIONS W x D	WT. (LBS.)	PRICE EACH		ADD TO CART				
			1	4+					
H-8447ADD	30 x 18"	7	\$23	\$22	<a href="#">Specify Color</a>				
H-1105ADD*	36 x 18"	8	25	24	<a href="#">Specify Color</a>				
H-1223ADD	36 x 24"	9	36	34	<a href="#">Specify Color</a>				
H-3617ADD	48 x 18"	10	40	38	<a href="#">Specify Color</a>				
H-1871ADD	48 x 24"	12	46	43	<a href="#">Specify Color</a>				

\* Also available in White

Door and storage locker will have pickle ball combo on it with the school admin having access to the combo

Door

4' x 6' w 6' h

## Existing Building

48" w 24" d 42" h  
with three shelves  
Pickle ball storage bin with lock

COMPACTED 5/8 MINUS

GATE TO COURT 3' WIDE ADA  
WHEEL CHAIR ACCESS

West gate to tennis court



## **PUBLIC COMMENT**

Keith Miller asked when the next City Council meeting is.

Mayor Jesse Garrett stated the next meeting will be Tuesday, June 18, 2024. He stated the last council meeting was canceled due to the roof fire at City Hall.

Keith Miller stated in case he is unable to attend the next City Council meeting he wanted to pass on that he thinks the city did a great job for Town and Country Days. He said he felt it was the best the city has looked in years and the guys need to be commended for the great job they did. He said he had a yard sale at his shop and heard quite a few comments on how nice everything looked. He said it is nice to see people taking a little pride in this town. He also stated not a lot of little towns have what we have little kids park, skatepark, swimming pool, and baseball fields which offer a lot of recreation.

Mayor Jesse Garrett gave a brief update on the roof fire at City Hall and stated the next City Council meeting will be held at the Library Community Room.

## **HOMEWORK**

Planning Commission Vice Chair Larry Kulesza will:

- Planning Commission Bylaws
- Tree Rings
- Zoning Update

Planning Commission Chair Jody Emra will:

- Zoning Updates

Planning Commission Second Vice Chair Nick Gourlie will:

- Zoning Updates

## **ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 7:40 p.m.

Approved:

\_\_\_\_\_  
Jody Emra, Chairperson

Attest:

\_\_\_\_\_  
LeAnne Sanders, Secretary/Clerk

