

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
JULY 8, 2024**

**CALL TO ORDER**

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

**ROLL CALL**

Members in attendance included Jody Emra, Nick Gourlie, Larry Kulesza and Joe Owens via zoom.

**STAFF**

Staff in attendance included Mayor Jesse Garret, Secretary LeAnne Sanders, Council Member Chris Shurrum, and Council Member Michael Weatherman.

**GUESTS**

Robyn Westergard and Taryn Rogers.

**ANNOUNCEMENTS AND MAIL RECEIVED**

There is no mail or announcements.

**MEETING MINUTES**

**REGULAR MINUTES OF JUNE 10, 2024, MEETING**

Planning Commission Second Vice Chair Nick Gourlie motioned to approve the minutes of the June 10, 2024, meeting as presented. Planning Commission Member Joe Owens seconded the motion. Planning Commission Vice Chair Larry Kulesza – abstained, Planning Commission Second Vice Chair Nick Gourlie – YES, and Planning Commission Member Joe Owens – YES. Motion passed.

CLOSED

**NEW BUSINESS**

**2025 PLANNING COMMISSION BUDGET**

The Planning Commission received a copy of the budget request memo for 2025 from Clerk/Treasurer Raena Hallam.

Planning Commission Vice Chair Larry Kulesza asked if this request is for Planning Commission as the parks committee for capital improvements or the normal \$3,000.00 planning commission budget.

Mayor Jesse Garrett stated it is not for the parks, it is for official Planning Commission business.

After further discussion it was recommended the planning commission give some thought to the budget request and bring any ideas back to the next meeting.

OPEN

### **EPA UPPER COLUMBIA RIVER MEETING**

Planning Commission received an invitation to the Upper Columbia River Meeting hosted by U.S. Environmental Protection Agency and Citizens for a Clean Columbia. The meeting will be held on Wednesday, July 17, 2024, at 6:00 p.m. in Northport High School.

Planning Commission Vice Chair Larry Kulesza and Planning Commission Second Vice Chair Nick Gourlie both expressed an interest in attending this meeting. Planning Commission Member Joe Owens stated he will still be out of town.

Planning Commission Vice Chair Larry Kulesza stated if someone from the planning commission attends this meeting they can report back at the next planning commission meeting.

Mayor Jesse Garrett stated this meeting may not directly affect Kettle Falls, but the city still has a water right on the Columbia River.

OPEN

### **EV CHARGING STATION**

Mayor Jesse Garrett stated Avista contacted the city about installation of an electric vehicle (EV) charging station. He stated the proposed location for the station is at Happy Dell Park just east of the tennis courts as it is easy to access, maintain and close for both residents and tourists to use. It is close to the grocery store, restaurant and the information center. Mayor Jesse Garrett stated Avista pays for the installation, and handles all the billing, but they need an easement from the city for placement. He stated this will change the footprint of the park a little and would like the planning commission acting as the park commission to review the location before any final decision is made.

Planning Commission Chair Jody Emra asked if Avista will be paying for the easement.

Mayor Jesse Garrett stated he sees it as the same type of easement for overhead lines to service customers and is part of their franchise fee they pay to the city for utilities.

Planning Commission Second Vice Chair Nick Gourlie asked if the people using it will be charged.

Mayor Jesse Garrett stated there is a charge to use the station.

Planning Commission ~~Vice~~ Chair Jody Emra asked if this is a singular charging station.

Mayor Jesse Garrett stated he thinks there will be three spaces for charging.

Planning Commission Chair Jody Emra stated if the EV charging station increases foot traffic to the grocery store so the cross walk by the restaurant should be addressed.

Mayor Jesse Garrett stated he felt the signs should be updated adding a flashing light or maybe a push button for red lights like the one at the round-a-bout in Leavenworth. He stated the city may be able to get a DOT grant to address pedestrian safety when crossing the highway.

Planning Commission Member Joe Owens stated he felt an area closer to the stop light would be a better location as it is closer to the main business area. He also felt the location at the park is a little out of the way and is concerned about vandalism.

After further discussion Planning Commission Vice Chair Larry Kulesza made a motion to give the mayor the authority to proceed with the conversation with Avista about a proposed electrical vehicle charging station in Happy Dell Park. Planning Commission Second Vice Chair Nick Gourlie seconded the motion. Planning Commission Vice Chair Larry Kulesza – yes – Planning Commission Second Vice Chair Nick Gourlie – yes, Planning Commission Member Joe Owens – yes. Motion carried.

CLOSED

### **OLD BUSINESS**

#### **440 MEYERS STREET – CONDITIONAL USE PERMIT**

Planning Commission Chair Jody Emra stated this is the conditional use permit on Meyers Street that required the language change. She asked if the parking issue was taken care of.

Mayor Jesse Garrett stated the ordinance addressed the off-street parking issue.

Planning Commission Second Vice Chair Nick Gourlie stated parking is in the rear.

Planning Commission Vice Chair Larry Kulesza asked if the public hearing for both the text amendment and conditional use was done.

Planning Commission Secretary LeAnne Sanders stated a public hearing was done for both.

Planning Commission Second Vice Chair Nick Gourlie made a motion to approve the conditional use permit for Gary Bellinger for the property at 440 Meyers Street. Planning Commission Vice Chair Larry Kulesza seconded the motion. Planning Commission Vice Chair Larry Kulesza - yes, Planning Commission Second Vice Chair Nick Gourlie – yes, and Planning Commission Member Joe Owens – yes. Motion Carried.

~~CLOSED~~-OPEN

## **TITLE 17 ZONING**

Planning Commission Second Vice Chair Nick Gourlie stated a plan needs to be made to implement some changes they have been discussing to the zoning code. Some of the items discussed are zoning issues with manufactured homes and duplexes and conditional use permits.

Planning Commission Vice Chair Larry Kulesza stated they need to get back on track as they have been working on these changes for quite some time, but he felt it got lost when they worked on the housing action plan. He stated with the possibility of annexations and new development happening soon there are items in the zoning that need to be addressed. He further stated he felt the planned development section needs to be reworked so it can be used as a tool in residential development.

After further discussion, Planning Commission Vice-Chair Jody Emra suggested making a list of changes to work on first.

OPEN

## **HOMEWORK**

Planning Commission Vice Chair Larry Kulesza will:

- Planning Commission Bylaws
- Planning Commission Budget
- Zoning Update

Planning Commission Chair Jody Emra will:

- Zoning Updates
- Planning Commission Budget

Planning Commission Second Vice Chair Nick Gourlie will:

- Zoning Updates
- Planning Commission Budget

Planning Commission Member Joe Owens will:

- Zoning Updates
- Planning Commission Budget

Planning Commission ~~Second~~ Vice Chair Larry Kulesza stated the Planning Commission can update their bylaws, but Council needs to update the Planning Commission Title 2.12 by ordinance for the bylaws to become effective.

Planning Commission Chair Jody Emra asked to have the bylaws on the next agenda.

**PUBLIC COMMENT**

Planning Commission Second Vice Chair Nick Gourlie asked if there is an update on the 7<sup>th</sup> Avenue issue.

Mayor Jesse Garrett stated at this time there is not an official answer on 7<sup>th</sup> Avenue, but research is continuing.

Planning Commission ~~Second~~ Vice Chair Larry Kulesza stated he discussed 6<sup>th</sup> Avenue with the Assessor's segregation department, and they have been using the map grid and not the legal documents so there is still no definitive answer.

Both 6<sup>th</sup> and 7<sup>th</sup> Avenue accesses are being researched.

**ROBYN WESTERGARD – PANORAMA RV PARK**

Robyn Westergard was present and presented Planning Commission with a copy of an email she had received from the prospective buyer of Panorama RV Park, Matthew DeFreece. Currently Mr. DeFreece is asking for clarification on the Letter of Support – Panorama RV Park dated May 21, 2024. Ms. Westergard read the email (copy on file). She stated Mr. DeFreece has a question with part of a sentence that said, "it may be necessary for any owner of the Panorama RV Park to apply for a Conditional Use Permit."

Planning Commission Second Vice Chair Nick Gourlie stated it had been the consensus of Planning Commission the park did not need a conditional use permit and he had thought that portion of the letter had been removed.

Mayor Jesse Garrett stated the conditional use permit would not mean the new owner would be required to bring the park up to code, it would be used for administrative purposes only. He further stated that any changes to the footprint of the park would require bringing the park up to code.

Planning Commission Vice Chair Larry Kulesza stated he thought the discussion was that a substantial change to the park would require bringing it up to code and if there was an electrical upgrade that would be considered an upgrade not a change.

Planning Commission Chair Jody Emra stated the planning commission could make a recommendation to remove that line from the letter.

Mayor Jesse Garrett stated if he removes that line, he will replace it with the statement that any further alteration to the plant footprint may require additional permitting and conditional use permit.

After further discussion, Mayor Jesse Garrett stated he will check with City Attorney Logan Worley to determine if that portion of the sentence can be removed and if it cannot be removed there will be an explanation as to why. He asked the Planning Commission if they agreed with this solution.

All Planning Commission members agreed with Mayor Jesse Garrett's solution.

**ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:25 p.m.

Approved:

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

Attest:

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

Commissioner Larry Kulesza stated he found some grammatical errors and suggested when referring to the Chairman just refer to them as the Chairman and refer to all the other Planning Commission as commissioners, this would be a much easier read.

Chair Jody Emra stated the Conditional Use Permit – 440 Meyers Street needs to be amended to remain open as there needs to be a public hearing and language changes.