AGENDA
KETTLE FALLS PLANNING COMMISSION
June 11, 2012 7:00 P.M.

I. Call to Order

II. Roll Call

III. Announcements and Mail Received

1. Application for Annexation from Steve Varnell / File 12-02

IV. Meeting Minutes

1. January 9, 2012 Regular Meeting Minutes

V. Public Hearing

1. Rezone File #12-01
2.

VI. New Business

1. Planning Commission Bylaws
2. 2012 Officer Re-elections

VII. Old Business

VIII. Comprehensive Growth Management Plan Update

IX. Historic Preservation

X. Public Comment

XI. Adjournment

KETTLE FALLS PLANNING COMMISSION
June 11, 2012

CALL TO ORDER

Planning Commission Chairperson Valerie Hall called the meeting to order at 7:05 p.m.

ROLL CALL

Members in attendance included Larmie Edwards, Valerie Hall, Jessie Christopher and Peg Daniels. Nathan Durbin was absent.

Staff in attendance included David Keeley, Sherry Chambers, Council Member Ray Smith and Council Member Debbie Gaskin.

Guests in attendance included Merle Lilienthal, Noreen Lilienthal and Keith Young.

ANNOUNCEMENTS AND MAIL RECEIVED

City Planner David Keeley stated the City Council has adopted the ordinance to change the number of Planning Commission members from ten (10) to five (5).

City Planner David Keeley introduced new Planning Commission Member Peg Daniels. Peg was appointed to the Planning Commission on June 7, 2012 by Mayor Dorothy Slagle.

APPLICATION FOR ANNEXATION

City Planner David Keeley stated a petition for annexation has been received from Steve Varnell. The petition is for 60 acres adjacent to the parcel Mr. Varnell annexed in 2010. The petition for annexation will be discussed at the July 9, 2012 Planning Commission Meeting.

MEETING MINUTES

JANUARY 9, 2012 REGULAR MEETING MINUTES

Planning Commission Member Larmie Edwards made a motion to approve the minutes of the January 9, 2012 regular Planning Commission Meeting. Planning Commission Member Jessie Christopher seconded the motion.

Motion carried by all. Planning Commission Member Peg Daniels - yes, Planning Commission Member Larmie Edwards - yes, Planning Commission Member Jessie Christopher - yes.

PUBLIC HEARING

REZONE FILE #12-01

Planning Commission Chairperson Valerie Hall opened the Public Hearing to Rezone 760 Old Kettle Rd to Multi Family Residential (MFR).

City Planner David Keeley presented a staff report:

City Planner David Keeley explained the zoning map and the zoning section of the Municipal code book. He stated the City is the applicant as part of a lease agreement with Mr. Lilienthal. The property is located near the Wastewater Treatment Plant.

The property was previously zoned Mobile Home Park (MH). It was changed by the previous City Planner to Single Family Residential (SFR) without Mr. Lilienthal's knowledge. Mr. Lilienthal would like the property rezoned to Multi Family Residential (MFR).

Planning Commission Chairman Valerie Hall opened the Public Hearing for comment at 7:25 p.m.

No letters were received.

Merle Lilienthal - 760 W. Old Kettle Rd. - stated he would like the property rezoned to Multi Family Residential to give him more flexibility to develop or sell the property.

Keith Young - 705 W. Old Kettle Rd. - asked for clarification of what was being rezoned.

City Planner David Keeley pointed out the property on the map.

Planning Commission Member Peg Daniels asked if there is a downside for the City.

City Planner David Keeley stated the rezone would benefit the City. There are currently 720 homes in Kettle Falls for a population of 1600. The twenty year Comp Plan projects the population for Kettle Falls to be 2065 in 2025, requiring 853 homes.

Keith Young - 705 W. Old Kettle Rd. - asked if there are limitations with Multi Family Residential (MFR).

City Planner David Keeley stated there are density limitations. There can be a mixture of housing, including single family homes, apartments and manufactured homes.

Keith Young - 705 W. Old Kettle Rd. - asked who sets the requirements.

City Planner David Keeley stated the City sets the requirements. Any development on the property would be required to meet the City Code.

Planning Commission Member Larmie Edwards asked if the Planning Commission would review the plans for development.

City Planner David Keeley stated as long as the plans for development meet City Code, they do not require review by the Planning Commission. However, a SEPA Review may be required.

Planning Commission Member Jessie Christopher asked how small of parcels the 9 acres can be split into.

City Planner David Keeley stated the minimum lot size would be 7500 square feet, unless it is a church nursing home, etc., then it would need to be much larger. The 7500 square feet is almost double the size of the current in-town lot size of 4200 square feet.

Planning Commission Member Jessie Christopher stated the property would be the largest Multi Family Residential Area in town.

Planning Commission Chairperson Valerie Hall closed the Public Hearing for comment at 7:32 p.m.

The Planning Commission discussed the finding of facts and agreed on the following findings and conclusions:

1. The proposal to rezone 760 Old Kettle Rd to Multi Family Residential (MFR) is consistent with the intent and goals of the Kettle Falls Comprehensive Plan. It supports the projection of future growth as required by the Comprehensive Growth Management Plan and meets the requirements and intent of the Kettle Falls City Unified Development Ordinance.

2. This proposal meets the required standards for adequate roads, streets for access and circulation, water supply, sanitary sewage disposal, emergency services, and environmental protection. There is currently a gravel road, which will become a paved city street after the Wastewater Treatment Facility project is complete. There is also an existing water and sewer line, as well as fire hydrants every 400 feet.

3. A State Environmental Policy Act (SEPA) review is not required for rezoning.

4. This proposal is beneficial to the public health, safety, and welfare, and is in the best interest of the public. The utilities and fire hydrants are already in place and there is access for emergency vehicles. It may increase the tax base, but will offer more affordable housing, improve the quality of life and benefit the community.

Planning Commission Member Larmie Edwards made a motion to present the findings of facts to the City Council and recommend they approve the rezoning of 760 Old Kettle Rd from Single Family Residential (SFR) to Multi Family Residential (MFR). Planning Commission Member Peg Daniels seconded the motion. Motion carried by all. Planning Commission Member Peg Daniels - yes, Planning Commission Member Larmie Edwards - yes, Planning Commission Member Jessie Christopher - yes.

NEW BUSINESS

PLANNING COMMISSION BYLAWS

City Planner David Keeley stated a proposed amendment to the Planning Commission Bylaws was mailed to the Planning Commission Members on June 4, 2012. The amendment changes the number of members required for a quorum from four (4) to three (3).

Planning Commission Member Jessie Christopher asked why the Planning Commission was changed to five (5) members.

City Planner David Keeley stated the Planning Commission was changed to reflect the same number of members as the City Council. All five (5) members are residents of the City.

Planning Commission Member Jessie Christopher made a motion to accept the amended bylaws changing the number of members required for a quorum from four (4) to three (3). Planning Commission Member Larmie Edwards seconded the motion.

Motion carried by all. Planning Commission Member Peg Daniels - yes, Planning Commission Member Larmie Edwards - yes and Planning Commission Member Jessie Christopher - yes.

2012 CHAIRPERSON RE-ELECTIONS

Planning Commission Chairperson Valerie Hall stated chairperson re-elections were required since two of the officers elected in January 2012 are no longer with the Planning Commission.

Planning Commission Member Jessie Christopher nominated Valerie Hall for Chairperson. Planning Commission Member Peg Daniels seconded the motion. Valerie Hall accepted the nomination.

Planning Commission Member Peg Daniels nominated Larmie Edwards for Vice Chairperson. Planning Commission Member Valerie Hall seconded the motion. Larmie Edwards declined the nomination.

Planning Commission Member Peg Daniels nominated Jessie Christopher for Vice Chairperson. Planning Commission Member Larmie Edwards seconded the motion. Jessie Christopher accepted the nomination.

Planning Commission Member Jessie Christopher nominated Peg Daniels for Second Vice Chairperson. Planning Commission Member Valerie Hall seconded the motion. Peg Daniels accepted the nomination.

Planning Commission Member Larmie Edwards made a motion to accept Valerie Hall as Chairperson, Jessie Christopher as Vice Chairperson and Peg Daniels as Second Vice Chairperson. Planning Commission Member Jessie Christopher seconded the motion. Motion carried by all. Planning Commission Member Peg Daniels - yes, Planning Commission Member Larmie Edwards - yes and Planning Commission Member Jessie Christopher - Yes.

OLD BUSINESS

As there was no Old Business, Planning Commission moved on to the Comprehensive Growth management Plan.

COMPREHENSIVE GROWTH MANAGEMENT PLAN

City Planner David Keeley stated the Comprehensive Growth Management Plan has been completed and was adopted by the City at the January 2012 City Council Meeting. The Comprehensive Growth Management Plan will be reviewed annually by the Planning Commission.

HISTORIC PRESERVATION

City Planner David Keeley explained the role of the Historic Preservation Committee for the new Planning Commission Members. City Planner David Keeley stated former Planning Commission Member, Louanne Atherley, will continue to assist the Planning Commission with Historic Preservation as needed.

PUBLIC COMMENT

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

ADJOURNMENT

Planning Commission Chairperson Valerie Hall adjourned the meeting at 8:10 p.m.

Approved:

Valerie Hall

Valerie Hall, Chairperson

Attest:

Sherry Chambers

Sherry Chambers, Secretary/Clerk

Kettle Falls Planning Commission

BY-LAWS

Article 1. Name

The official name of the organization shall be "The Kettle Falls Planning Commission" hereafter referred to as the Planning Commission.

Article 2. Authority

The Planning Commission was originally established by the Kettle Falls City Council by Ordinance 1303, on July 11, 1978, and is codified as Chapter 2.12 Kettle Falls Municipal Code.

Article 3. Purpose of the Planning Commission

The purpose of the Planning Commission is to support community values, goals and objectives as expressed and administered through the Kettle Falls Comprehensive Growth Management Plan, Unified Development Ordinance and related planning programs and regulations.

Article 4. Membership

The membership of the Planning Commission is described in the Kettle Falls Municipal Code Chapter 2.12

Article 5. Officers

Officers: The officers of the Planning Commission shall be as follows: Chairperson, First Vice-Chairperson and Second Vice-Chairperson. The Chairperson shall sign all official correspondence of the Planning Commission.

Elections: Any member may be elected as an officer. Officers shall be nominated and elected at the first regular meeting after the second Monday of January of each year. Election shall be by a majority vote of the members. Vacancies in elective office shall be filled at the next regular or special meeting of the Planning Commission.

Duties of Officers: The Chairperson shall preside at all meetings and public hearings of the Planning Commission. The Chairperson shall not make or second motions and shall only vote in the event of a tie. The Chairperson shall sign all official correspondence of the Planning Commission. The Chairperson should review and assist in preparation of the agenda for all meetings.

The First Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.

The Second Vice-Chairperson shall assume the duties of the First Vice-Chairperson in the event of his/her absence.

The Secretary shall be responsible for taking minutes and/or recording meetings, preparing agendas, posting and/or publishing meeting notices and performing other administrative duties required by and for the Planning Commission.

Article 6. Meetings

The Planning Commission shall hold regular meetings at 7:00 p.m. on the second Monday of each month. If no matter is pending, the regular meeting may be cancelled. If the regular meeting date falls on an official holiday, such regular meeting shall be held on the next business day, or the regular meeting may be cancelled and a special meeting may be scheduled on a following date. Additionally, special meetings may be called at any time by the Chairperson, the Planning Director or a majority of the Planning Commission members.

The Open Public Meetings Act (Chapter 42.30 RCW) shall govern the procedures for notice and conduct of all regular and special meetings. In addition, written notice of both regular and special meetings indicating time, place, purpose and agenda items to be discussed shall be posted at the following locations: City Hall at 580 Meyers, City Public Library at 615 Meyers, City Police Department at 415 Larch and Kettle Falls Post Office at 510 Meyers.

A quorum shall consist of four members of the Planning Commission. A majority of the members present at the meeting shall be required to pass a motion. All meetings shall be conducted in accordance with modified Robert's Rules of Order.

Article 7. Records and Minutes.

Written or taped minutes shall be taken and transcribed promptly for all public meetings. Public hearings shall be recorded digitally or tape, which may be adopted as the official meeting record in lieu of written minutes.

Article 8. Conflicts of Interest/Appearance of Fairness

All members of the Planning Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, as codified and clarified by the Doctrine of Fairness (Section 42.36 RCW) and Kettle Falls Municipal Code 2.12.050 Conflicts of Interest.

Article 9. Annual Report

The Planning Commission, at or before it's first regular meeting in September of each year, shall make a full report in writing to the City Council of it's transactions and expenditures for the preceeding and current calendar year, and submit a budget request for the ensuing year, with general recommendations as to matters covered by it's prescribed duties and authority.

Article 10. Amendments

These by-laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment, together with the precise wording of such changes, shall be given to each member, in writing, at least five days prior to said meeting. The affirmative vote of at least four members shall be required to adopt any changes to these by-laws.

By-Laws Adopted on December 9, 2002.

Amended June 11, 2007

Amended March 10, 2008