# KETTLE FALLS PLANNING COMMISSION
# MEETING MINUTES
# OCTOBER 26, 2026

## CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:00 p.m. Commissioner Jody Emra led the group in the Pledge of Allegiance.

## ROLL CALL

Members in attendance included Jody Emra, Nick Gourlie, and Joe Owens.

## STAFF

Staff in attendance included Secretary LeAnne Sanders, Council Member Chris Shurrum, Council Member Mike Weatherman and Alicia Ayers and Cassidy Burns, SCJ Alliance via video.

## CLIMATE ADVISORY COMMITTEE

Lisa Wolfe.

## GUESTS

None.

## ANNOUNCEMENTS AND MAIL RECEIVED

As there were no Announcements and Mail Received Planning Commission moved on to meeting minutes.

## REGULAR MINUTES OF OCTOBER 12, 2026, MEETING

Commissioner Nick Gourlie made a motion to approve October 12, 2026, planning commission minutes. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES. Motion passed.

CLOSED

## PUBLIC COMMENT

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

## NEW BUSINESS

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

## OLD BUSINESS

### CLIMATE RESILIENCE UPDATE – PURSUE PATHWAYS DELIVERABLE #5

Alicia Ayers, SCJ Alliance stated at the meeting of September 28th the climate advisory committee reviewed the goals and policies audit for Deliverable #5. It was decided to look at the pairings of hazards and sectors that are the top priorities and create some new goals and policies. The three hazards identified are: Wildfire, with the pairings of health and well-being, emergency management, and buildings and energy; Extreme heat with the pairing of health and well-being; and Drought with the pairings of water resources and emergency management.

Cassidy Burns, SCJ Alliance reviewed the Goals and Policies chart line by line with the climate committee. She explained that Washington State Department of Commerce requires goals and policies to be matched with a list of co-benefits that they provide.

The Climate Committee asked if that is why there is a lot of repetition in the co-benefits and whether these will be in the comprehensive plan.

Alicia explained the co-benefits are matched up with the goals and policies in the workbook but are not necessarily put in the plan.

The Climate Committee questioned "promotes equity and justice" and enhances resilience" listed in the co-benefits. They feel the plan is fairly equitable, and the city serves all its population the same. The committee asked if SCJ Alliance could provide definitions, for clarity, of these two co-benefits that are listed throughout the plan.

Cassidy continued reviewing the rest of Deliverable #5. There were no comments on Policies #2, #3, #5, and #6. A comment was made on Policy 4.2 to remove "particularly in areas used by vulnerable populations" because most of the city parks are in the downtown area where it is accessible to all city residents. Mayor Jesse Garrett left a comment to change the formatting, so a policy does not carry over to the next page.

Alicia asked if the committee is comfortable with SCJ Alliance making the changes to the deliverable and submitting it to Department of Commerce.

After further discussion, the committee asked if the definitions can be emailed to review and if there are no other comments the deliverable can be submitted.

Secretary LeAnne Sanders stated she will be putting the agenda together for the November 9th meeting this Friday and asked Alicia to email if she has anything for the next meeting.

OPEN

**DRAFT ZONING UPDATE**

Commissioner Nick Gourlie reviewed the revised draft zoning update with everyone in attendance. He went through the update and reviewed the changes required to be consistent with the GMA checklist. The changes included full permitting of ADUs in the matrix, cleaned up daycare use, transitional community facility, emergency shelters and housing, solar panel definition, added setbacks to allow for retrofit insulation to the residential, co-living housing, mix-use zones and parking requirements for ADUs.

Planning Commission addressed the mayor's comment on cottage industry by changing home industry to home/cottage industry in the matrix.

Since there have been years of work out into this update Commissioner Nick Gourlie prepared a memo for council outlining the changes.

Council Member Chris Shurrum asked if this update conflicts with the new Stevens County Countywide Planning Policy?

Commissioner Nick Gourlie answered that plan is more of a vision, they have their own development regulations and have no say in ours.

Planning Commission asked who submits the update to Department of Commerce and wanted to know the steps to move forward as to when public hearings are to be held. The consensus was to forward the update to council to review and check with Alicia on the steps moving forward.

Commissioner Jody Emra asked Commissioner Nick Gourlie to attend the council meeting on November 3rd when the update is presented.

Secretary LeAnne Sanders asked if adding timelines for how long to hold incomplete zoning applications will be part of this update.

Commissioner Nick Gourlie thought there is probably time to get it added.

Commissioner Nick Gourlie made a motion to submit the Title 17 update packet to the City Council for review pending an incoming ordinance change for it. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES. Motion passed.

OPEN

**DRAFT ZONING MAP**

Commissioner Nick Gourlie stated he spoke with Alicia Ayers, and she wanted to know how he had created this map. They also talked about if there will need to be a spread sheet defining the zone of each parcel.

OPEN

**PUBLIC COMMENT**

Commissioner Nick Gourlie stated he will not be at the November 23rd planning commission meeting, but he can attend remotely.

Council Member Chris Shurrum stated he saw his first car at the charging station, but they could not get it to work so they left. Other people in attendance stated they have seen a car there too.

**HOMEWORK**

Chair Jody Emra will:

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Commissioner Nick Gourlie will:

- Draft Zoning Update

Commissioner Joe Owens will:

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**ADJOURNMENT**

Chair Jody Emra adjourned the meeting at 7:35 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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LeAnne Sanders, Secretary