KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
OCTOBER 12, 2026

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:03 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, and Council Member Mike Weatherman.

CLIMATE ADVISORY COMMITTEE

None.

GUESTS

None.

ANNOUNCEMENTS AND MAIL RECEIVED

Secretary LeAnne Sanders provided planning commission with a copy of the survey of the E. 5th Avenue alley.

Commissioner Nick Gourlie asked if the fence was in the alley?

The fence was about in the middle of the alley, but it belonged to Hannah Green. The trees have been removed, and the city did not have to talk to anyone about encroachments.

Update on Gene Brockman's property. If they apply now, they will fall under the current code and will need to revise the survey. They cannot apply now and fall under the new code once it is adopted. The surveyor has been informed of this information, and he will contact Mr. Brockman.

REGULAR MINUTES OF SEPTEMBER 28, 2026, MEETING

Commissioner Nick Gourlie made a motion to approve September 28, 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 AND COMPREHENSIVE PLAN UPDATE

There is nothing to discuss at this time.

OPEN

STEVENS COUNTY COUNTYWIDE PLANNING POLICY WORKING DRAFT

Planning Commission reviewed the Stevens County Countywide Planning Policy working draft.

Commissioner Nick Gourlie stated he did not have any comment.

Commissioner Jody Emra went through and highlighted some areas for comment.

Commissioner Joe Owens read his notes:

To meet the demands in Policy 5 for growth. Consideration should be made to expand the UGA. Areas that will allow Kettle Falls to achieve their goal laid out in the Comprehensive Plan, not strain the city financially as in Policy 1. Part 4 and prevent urban sprawl. I am told expansion or even swapping for UGA never or hardly happens. This might change that.

Policy 2 Part B "A pre-application process will be delivered and administered jointly by the County and the appropriate city or town...." This needs to be done. If this cannot be done in a reasonable stage of the application, (Should be within 72 hours of application process or a timeline good for the city) it must be clear to the State and County that without this communication Comp Plans, Growth Management Act, and lastly City Annexations will not happen. Furthermore, if this lack of comms is not corrected the City should not be held to these Policies, Plans or Acts and the County should be held accountable. Anytime a lack of communication happens a record should be kept... for the next 20 years.

Policy 5 is a stretch no doubt about it, maybe the city can use this to its advantage. For all that the State and County are asking from Kettle Falls they must reciprocate.

Commissioner Jody Emra stated she went through and not only edited but made comments, i.e., what makes it inappropriate of your undeveloped land, wording like, "especially for unemployed and for disadvantage persons" should be removed, they should not be singled out, just included as citizens of the county.

Commissioner Nick Gourlie replied when he read the policy that a lot of the verbiage is probably state mandated.

All comments will be forwarded to city council.

OPEN

TITLE 17 ZONING DRAFT/GMA CHECKLIST

Commissioner Nick Gourlie asked if anyone had any other changes to the zoning update since the last meeting.

No one had any changes at this time.

Commissioner Nick Gourlie said he will add in the GMA language and get it ready for Council to review. Washington State Department of Commerce will review the zoning update before Council adopts.

Planning Commission also received a copy of Newport, Chewelah, and Stevens County's development review process on timelines for how long to hold incomplete zoning applications. Our code currently does not address this.

Commissioner Nick Gourlie will put together a cover letter to accompany the draft zoning update outlining the update and state mandated requirements for city council.

OPEN

DRAFT ZONING MAP

This item will be discussed at the next meeting.

OPEN

PUBLIC COMMENT

Commissioner Nick Gourlie reported Friends of the Pool is on Washington State's Board of Health agenda next month for a variance to add a water slide. The slide they have chosen is eight feet tall and exits about six inches to the water. He reviewed the variance process with everyone in attendance.

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 6:53 p.m.

Approved:

_____
Jody Emra, Chairperson

Attest:

_____
LeAnne Sanders, Secretary