

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
JULY 14, 2025**

**CALL TO ORDER**

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

**ROLL CALL**

Members in attendance included Joe Owens, Nick Gourlie, and Jody Emra. Tammy Owens-Smith was excused.

**STAFF**

Staff in attendance included LeAnne Sanders, Council Member Chris Shurrum, Council Member Mike Weatherman, and Mike Manning (SCJ Alliance).

**GUESTS**

Jeff Baxter.

**ANNOUNCEMENTS AND MAIL RECEIVED**

Secretary LeAnne Sanders stated each commission member received a copy of the announcement of the meeting in Chelan from the Washington State Association of Permit Technicians September 22 – 23, 2025.

Contract Planner Mike Manning updated the Planning Commission on the Climate and Comprehensive Plan Update grants and presented them with a copy of the scope of work for Climate Planning, schedule and a budget for the comp plan update. He stated once we hear from the state on the grant, we can follow the scope of work schedule as best we can. He stated the periodic update schedule for the comp plan is on the 2027 cycle and we are eligible for \$100,000 in funding and he expects we will get the full amount. The budget will be \$50,000 for the 2026 fiscal year and the other \$50,000 for 2027. He stated the work in 2026 will be the auditing phase where we look at the plan, do a land capacity analysis, compare to the growth management act, critical areas analysis to make sure it is in line with state requirements and public participation. In June of 2027 when the writing will need to be completed from the comments that are received.

Commissioner Jody Emra stated in reading the letters from the Washington State Department of Commerce it sounds very positive we will receive the grants.

Commissioner Nick Gourlie asked if the grants have not been fully awarded and if they are not reimbursement grants.

Mike Manning stated he has not heard of anyone not receiving the grants, the city has no payback requirement, and the climate and comp plan grants are separate.

Commissioner Joe Owens asked when we should hear if we received the grants.

Mike Manning stated we should know by the end of August at the latest and the climate grant is \$50,000.

#### **PUBLIC COMMENT**

No public comment at this time.

#### **MEETING MINUTES**

#### **REGULAR MINUTES OF JUNE 14, 2025, MEETING**

Commissioner Nick Gourlie made a motion to approve the minutes of June 14, 2025. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES and Commissioner Joe Owens – YES. Motion passed.

CLOSED

#### **PUBLIC HEARING**

#### **SHORT PLAT – 1145 S. JOSEPHINE ROAD – JEFF BAXTER REPRESENTING ROD AND TRACY VINING – PARCEL #0377701**

Commissioner Jody Emra reviewed the public hearing purpose (Short Plat – 1145 S. Josephine Road – Jeff Baxter representing Rod and Tracy Vining – Parcel #0377701) and protocol.

City Staff Report – Mike Manning, Contract Planner SCJ Alliance, reported this is a residential plat, R-2 zone, and the proposed parcels is just south of 1145 Josephine Road. The first lot is .52 acres, and the second lot is .38 acres. It went through a SEPA review and received a determination of non-significance; there were no public comments received for either the SEPA or the general plat notice and the department heads had no comments. He also stated the planning commission does not have any comments and it is in line with the comprehensive plan and the city code.

Jeff Baxter, 11137 N. Forker Road, Spokane, WA 99217, stated the lot is for a residential home, one story, three bedrooms, two bath rancher and will be fully landscaped and fully completed. He stated it will be similar to the surrounding homes with a craftsman style home. He also stated the lot will be next to his sister's home and the home will be for his mother so she can be next to his sister.

Commissioner Jody Emra opened the public hearing to public testimony at 7:12 p.m.

As there was no public comment, Commissioner Jody Emra closed the public hearing at 7:13 p.m.

**NEW BUSINESS**

**PLANNING COMMISSION BYLAWS**

Commissioner Jody Emra asked if the City Council had approved the bylaws change at their last meeting.

Secretary LeAnne Sanders City Attorney Logan Worley is reviewing the bylaws, and they will be on the agenda for tomorrow night.

**OLD BUSINESS**

**SHORT PLAT – 1145 S. JOSEPHINE ROAD – JEFF BAXTER REPRESENTING ROD AND TRACY VINING – PARCEL #0377701**

Commissioner Nick Gourlie made a motion to approve the Short Plat for 1145 S. Josephine Road. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES and Commissioner Joe Owens – YES. Motion passed.

CLOSED

**REPORT ON STEVENS COUNTY'S COUNTY WIDE PLANNING MEETING**

Commissioner Nick Gourlie attended the Stevens County's County Wide Planning Meeting and gave copies of the information handed out at the meeting to each of the commission members. He stated the County's last comp plan update was done in 1995. He stated what he found interesting is that Washington State is leading in the increase in home prices across the country according to the graph that was handed out. He also stated this meeting was a preliminary meeting and they would like to have a meeting once a month and have a representative from each city or town in attendance and perhaps start up the small city's consortium again. The timeline they are looking at is about six months with a meeting every month.

Commissioner Nick Gourlie stated he would attend the meetings and if any of the commission members have input after reviewing the information let him know.

OPEN

**ZONING UPDATE**

Commissioner Nick Gourlie stated he did not have time to get the matrix update done so he will work on it for the next meeting. He asked if everyone had a chance to review the draft of the Conditional Use Permit process and had any changes or suggestions.

Commissioner Jody Emra stated it looked good but is not sure about the term grandfathered in 17.05.024 E. and thought pre-existing sounds better.

After further discussion it was the consensus of planning commission to change 17.05.024 E. to Previously Permitted Conditional Use Permits and 17.05.024 D add County Issued Conditional Use Permits.

Commissioner Nick Gourlie reviewed a comment from Mayor Jesse Garrett which asked does F. contradict B. in 17.05.024. He then read B. and F. and stated B. addresses if a conditional use is discontinued for 90 days and is not renewed within 30 days of written notice, the permit will lapse and F. states the use shall remain in effect as long as it does not change.

Commissioner Nick Gourlie will make the final draft of the Conditional Use Process and once it is reviewed by the City Council and City Attorney there will be a public hearing scheduled for a text amendment to the municipal code.

Commissioner Nick Gourlie made a motion to recommend for approval to council the text amendment for Title 17.05.020 Conditional Use Permits with the amendments that add in under Section 17.05.024 D. add in a line for County Issued Conditional Use Permits and amendment under section E. of the same area that we change Grandfathered Conditional Use Permits to Previously Permitted Uses. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES and Commissioner Joe Owens – YES. Motion passed.

OPEN

### **PUBLIC COMMENT**

Council Member Mike Weatherman stated vote for me and every Council Position is up for election this year.

### **HOMEWORK**

Chair Jody Emra will:

- Title 17 - Zoning Updates
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Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- 

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
-

**ADJOURNMENT**

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

Approved:

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Jody Emra, Chairperson

Attest:

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LeAnne Sanders, Secretary

