

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
MAY 21, 2025**

**CALL TO ORDER**

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

**ROLL CALL**

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

**STAFF**

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

**GUESTS**

Joshua Judd, Gene and Makayla Brockman.

**ANNOUNCEMENTS AND MAIL RECEIVED**

As there were no announcements and mail received planning commission moved on to public comment.

**PUBLIC COMMENT**

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

**MEETING MINUTES**

**REGULAR MINUTES OF APRIL 28, 2025, MEETING**

Commissioner Nick Gourlie made a motion to approve the minutes of April 28, 2025, with no amendments. Commissioner Tammy Owens-Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

CLOSED

**PUBLIC HEARING**

**CONDITIONAL USE PERMIT – HIGH MOUNTAIN TANNERY – 510 W. 5<sup>TH</sup> AVENUE**

Commissioner Jody Emra reviewed the public hearing purpose (Conditional Use Permit – High Mountain Tannery – Joshua Judd – 510 W. 5<sup>th</sup> Avenue – Parcel #0326600) and protocol.

City Staff Report – Mike Manning, Contract Planner with SCJ Alliance, reported this is an approved use with a Conditional Use Permit and has gone through the SEPA review process and got a determination of non-significance. He stated no public or agency comment has been received, and staff recommends approval.

Josh Judd, 4 Merritt Lane, stated he is requesting approval of High Mountain Tannery at 510 W. 5<sup>th</sup> Avenue, a wholesale tannery primarily serving fur dressers and taxidermy purposes. He stated he has cleared everything with the sewer treatment plant, engineer and fire department and there are no issues with the disposal into the sewer system or storage of his processing supplies.

Commissioner Jody Emra opened the public hearing for public comment at 7:07 p.m.

No public comment was presented. Commissioner Jody Emra closed the public hearing to public comment at 7:08 p.m.

Commissioner Nick Gourlie made a motion to approve the conditional use permit for High Mountain Tannery at 510 W. 5<sup>th</sup> Avenue. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

CLOSED

### **NEW BUSINESS**

#### **STEVENS COUNTY'S COUNTYWIDE PLANNING POLICIES MEETING**

Commissioner Jody Emra announced Stevens County's Countywide Planning Policies Meeting is June 17<sup>th</sup> from 2:30 p.m. to 4:00 p.m. It will be a workshop type meeting and asked if any of the planning commission members are planning to attend. Commissioner Jody Emra also asked where the meeting is going to be held as she did not see one in the paperwork.

Secretary LeAnne Sanders stated she will find out and let everyone know.

Commissioner Jody Emra stated she plans to attend. Commissioner Nick Gourlie stated he would like to attend as he is interested in their UGA policy. Mike Manning, SCJ Alliance, stated he will be in attendance as well. Commissioner Joe Owens stated he will try to make it. Commissioner Tammy Owens-Smith stated she is not sure at this time if she will be going as she will need to speak with Raena first. Secretary LeAnne Sanders stated Mayor Jessee Garrett is going as well.

OPEN

**OLD BUSINESS**

**GENE AND MAKAYLKA BROCKMAN – ZONE CHANGE**

Gene and Makayla Brockman were present and presented the planning commission with a rough layout of their plans for their property. Gene Brockman stated the duplexes would be towards the railroad tracks with the closer lots being single family residential. There are about 18 nice size lots.

Commissioner Nick Gourlie stated the planning commission is in the process of a zoning change update and if Brockman's are not in a hurry they may want to wait until the new zoning is in place that way they may not need to rezone the entire property to do what they have planned.

Gene Brockman stated at this time they are not in any hurry and will wait until the new zones are in place.

Commissioner Nick Gourlie stated when they do their long plat, they may be able to designate which zone they want for each lot.

Makayla Brockman asked if after they do the rezone will there be a new application to receive a parcel number for each lot.

Commission Jody Emra stated she thought each lot would be given a parcel number as the lots sell.

Gene Brockman stated if the requirements for the roads are not going to change, they may start designing them first as they are very busy at this time. He thought the required road easement was 60 feet.

Mike Manning, SCJ Alliance, stated City Superintendent Dave Willey is the one to speak with about road design.

Gene Brockman stated he was also waiting to see what is going to happen with the adjacent property and how they are going to develop the water and sewer lines so they could put theirs in at the same time.

OPEN

**HAPPY DELL PARK LIGHT**

Since Larry Kulesza was not in attendance, the Planning Commissioner moved on to the bylaws.

OPEN

### **PLANNING COMMISSION BYLAWS**

Commissioner Nick Gourlie gave each member a copy of the bylaws without the markups so it would be easier to read, and the only change is in Article 6. Meetings changing the meetings to 6:00 p.m. and having them twice a month on the second and fourth Monday of each month. He stated he added Article 11. Term Schedules so it is better to reference, and he based the expirations on the Planning Commission Members Information sheet and explained how he figured the seats numbers and expirations.

Commissioner Nick Gourlie stated there will also need to be a change to Municipal Code 2.12.030 to include Article 11 Term Schedules. He then asked if the commission wanted to think about this till the next meeting or approve the bylaws tonight. The Planning Commission can approve changes to the bylaws, but the City Council must approve changes to the municipal code.

Commissioner Joe Owens made a motion to introduce the amended bylaws for the Kettle Falls Planning Commission. Commissioner Tammy Owens- Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

Commissioner Nick Gourlie asked if the motion should be to introduce or approve the bylaws. It was decided the motion should be to approve the amended bylaws.

Commissioner Joe Owens made a motion to approve the amended bylaws for the Kettle Falls Planning Commission. Commissioner Tammy Owens- Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

Commissioner Joe Owens made a motion to recommend the text amendment to Title 2.12 to the City Council. Commissioner Tammy Owens- Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

Commissioner Nick Gourlie will send the markup versions of the bylaws so the council can see what is being changed.

CLOSED

### **ZONING UPDATE**

Commissioner Nick Gourlie stated he has no updates and asked if anyone had any notes or changes to add.

Secretary LeAnne Sanders stated she did not see a definition for condominiums.

Commissioner Nick Gourlie stated Section 17.05.033 in the municipal code references condominiums.

Mike Manning, SCJ Alliance, stated they are basically treated like multi-family only they can be sold as individual units.

The Planning Commission discussed town homes, duplexes, apartments and condominiums.

Commissioner Nick Gourlie stated in the proposed zoning changes there will no longer be a multifamily zone, so a conditional use permit will be required for any new multiuse structures. He is drafting language, so the conditional use is tied to the property and not the person. He also discussed how to address the current multifamily units, so they follow the new zone. There was also discussion about not having an annual fee for conditional use permits if the use does not change.

OPEN

#### **PUBLIC COMMENT**

#### **COMMISSIONER TAMMY OWENS-SMITH**

Commissioner Tammy Owens-Smith stated she is moving out of town on May 31, 2025, and is requesting a 90-day leave of absence from the planning commission until she can find another place in town to live.

Commissioner Nick Gourlie stated he thought legally she should resign since you need to live in town to be on planning commission and when she moves back to town to submit another letter.

Mike Manning, SCJ Alliance, researched the Revised Code of Washington and if nothing is written in the code a leave of absence can be taken for a time frame determined by the planning commission.

Commissioner Nick Gourlie stated Tammy could not come back on the commission until she moves back inside the city limits, currently she is in seat 4 which is set to expire December 31, 2028, so she will have until then to become a city resident again.

Council Member Chris Shurrum asked now that planning commission will be meeting twice a month will there be one meeting that is set every month and one that can be cancelled.

Commissioner Nick Gourlie stated the bylaws state if there is no business the meeting can be cancelled.

Council Member Chris Shurrum then asked if both meetings for the month could be cancelled.

Commissioner Jody Emra stated yes if there is no business.

Commissioner Nick Gourlie stated if a matter is pending the meeting cannot be cancelled.

After further discussion the planning commission found there needs to be another language change to Title 12 of the municipal code.

Commissioner Nick Gourlie made a motion to recommend to Council the approval of the text amendment for Chapter 2.12 with the amendments that the text updates matches what is reflected in the bylaws. Commission Tammy Owens-Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commissioner Tammy Owens-Smith – YES. Motion passed.

Josh Judd asked the planning commission if he needs to renew his conditional use permit every year.

Commission Nick Gourlie stated no since there will be changes to the conditional use permit in the zoning update.

### **HOMEWORK**

Chair Jody Emra will:

- Title 17 - Zoning Updates
- 

Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Bylaws
- 

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
- 

Commissioner Tammy Owens-Smith

- Title 17 – Zoning Updates
- 

### **ADJOURNMENT**

Chair Jody Emra adjourned the meeting at 8:05 p.m.

Approved:

Attest:

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

\_\_\_\_\_  
LeAnne Sanders, Secretary









