

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 24, 2025**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:03 p.m. Commissioner Nick Gourlie led the group in the Pledge of Allegiance.

ROLL CALL

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

STAFF

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

GUESTS

None.

ANNOUNCEMENTS AND MAIL RECEIVED

No announcements or mail received.

PUBLIC COMMENT

No public comment at this time.

MEETING MINUTES

REGULAR MINUTES OF SEPTEMBER 8, 2025, MEETING

Commissioner Jody Emra asked for clarification of the minutes under Park Plan Review pertaining to the Pedestrian System removing items under short term and rescheduling of the next two planning commission meetings under Public Comment.

Commissioner Nick Gourlie responded in line items of the park plan the decision of planning commission was to remove the plan and the enforcement policies for existing and new sidewalks. He also stated the meeting dates changed after the planning commission meeting due to conflicts with City Council budget workshops. The meeting on October 13th is being rescheduled to Wednesday, October 15th.

Commissioner Jody Emra stated with this clarification she has no changes

Commissioner Nick Gourlie made a motion to approve the minutes of September 8, 2025. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

NEW BUSINESS

RESIGNATION LETTER FROM TAMMY OWENS-SMITH

A letter was received from Tammy Owens-Smith resigning her planning commission #4 position effective September 19, 2025. This item was informational only.

ACCESSORY DWELLING UNITS

Commissioner Nick Gourlie presented the commission with copies from Municipal Research Service Center on legislation that passed and went into effect July 27, 2025, reference Accessory Dwelling Units and how it will affect our code. He stated there will need to be updates made to meet those requirements and it needs to align with the comprehensive plan update. He stated the new requirements state the city will need to allow two ADU's per lot and the setbacks cannot be more restrictive than the principal dwellings. He suggested planning commission review the information as this will be addressed during the comp plan update.

Commissioner Jody Emra stated there was discussion at the last county wide planning meeting reference this topic and minimum square footage for ADU's. She also stated the trend is moving towards smaller homes.

OPEN

DATES FOR PERIODIC COMPRESIVE PLAN UPDATE AND CLIMATE RESILIENCY PLAN MEETING

Mike Manning, SCJ Alliance stated he would like to do a dual kickoff for the Comp Plan Update and Climate Resiliency Plan. He stated the kickoff will take at least an hour and asked if Planning Commission preferred the second meeting in October or the first meeting in November. He stated Alicia Ayers, SCJ Alliance, will be available to attend the meeting in November.

Commissioner Jody Emra asked what the kickoff will entail.

Mike Manning stated he will go over in detail all the expectations for each project and the first deliverables of what has been worked on.

It was the consensus of the planning commission to have the kickoff at the meeting of November 10, 2025.

OPEN

OLD BUSINESS

PARK PLAN UPDATE

Commissioner Nick Gourlie stated in doing research on green space he found Title 19 of the Kettle Falls Municipal Code and in Title 19 is the Parks and Recreation Plan. He stated he did not know there was a codified park plan as the last park plan was attached to the last comprehensive plan update.

There was discussion about whether the updated park plan should be codified with a similar format in the municipal code and how the codified plan had a Park Board.

After further discussion, Commissioner Jody Emra stated the update needs to be user friendly.

Commissioner Nick Gourlie suggested planning commission review and compare both documents.

Commissioner Nick Gourlie stated there are greenspace requirements in the comprehensive plan under Chapters 4 and 8. Also in the municipal code Chapter 17.04 Land Division Section A. 4. reads, ensure that public facilities, such as streets, water, sewerage, parks and recreation areas and other public services are sufficient and available concurrently with development.

He also read Chapter 17.04.084 Dedication of Public Park A. Land within a short plat or preliminary subdivision that is indicated in the Comprehensive Plan as public open space may be required to be reserved by the subdivider for purchase by the public within a one-year period of time after final subdivision approval. He felt this means the city may require a developer to leave a lot for open green space which the city can purchase within a year and if it is not purchased within the year the developer may do whatever he wants with the lot.

Under 17.05.060 Planned Development states the purpose is to have usable and attractive open spaces. 17.05.063 Development Standards. A. 1. Reads The PD approach shall be used on less than five (5) acres contiguous land unless the review authority finds that a smaller site is suitable because of its unique character, topography, landscaping features or because it constitutes an isolated problem area.

Commission Nick Gourlie felt planned developments were for lots over five acres and wondered if there was a typo and it shall read shall not be used instead of shall be used.

Mike Manning, SCJ Alliance, also felt this may be a typo.

Planning Commission reviewed the open space and green space portions of the code and decided they need to review both sections for errors and changes in the language. The changes need to be made before development starts in larger areas.

Commissioner Nick Gourlie stated he will go through and mockup changes for planning commission to review.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie stated he updated the Conditional Use Permit and added suggestions from Mayor Jesse Garrett and City Attorney Logan Worley. The new language reads:

G. Verification of Conditional Use Permits. Conditional Use Permits may be subject to random verification of permitted use. These can take the form of a letter requesting a response or an in-person inspection performed by the mayor's designee. If no response is received or an in-person inspection can't be performed then the use will be considered lapsed, and a notice will be sent from the city as outlined in 17.05.024 B.

It was the consensus of planning commission to get a couple of zoning code changes together for council to review and then hold a public hearing instead of doing each section separately. Planning commission will review these items and make any suggested changes at the next meeting.

Council Member Mike Weatherman asked if there was a park board, then the planning commission took over and has an actual park commission been established.

Commissioner Jody Emra stated the mayor has said several times since the park board went by the wayside it is up to planning commission to do updates.

Council Member Mike Weatherman then asked if it was ever codified.

Commissioner Nick Gourlie stated it is in Chapter 19, and it does not state the board has disbanded. He then reviewed the context of Chapter 19.

OPEN

STEVENS COUNTY COUNTY WIDE PLANNING MEETING

Commissioner Jody Emra stated she attended the last couple of meetings, and they are now at Section 5. She also stated the next meeting is scheduled for October 2nd and she will be out of town and asked who from planning commission will be able to attend.

Commissioners Joe Owens and Nick Goulie stated they will check their schedules. Secretary LeAnne Sanders stated the mayor asked her to attend as he has another appointment. Mike Manning stated he will also be there.

Commissioner Jody Emra stated there was discussion at the last meeting on the Urban Growth Area and she brought up the area next to the railroad tracks currently in our UGA and areas that can be used for growth.

OPEN

PUBLIC COMMENT

There was no public comment at this time.

HOMEWORK

Chair Jody Emra will:

- Title 17 - Zoning Updates
- Park Plan Update
-

Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Park Plan Update
-

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
- Park Plan Update

ADJOURNMENT

Chair Jody Emra adjourned the meeting at 7:10 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary

