

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
AUGUST 11, 2025**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:10 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

None.

ANNOUNCEMENTS AND MAIL RECEIVED

No announcements or mail received.

PUBLIC COMMENT

No public comment at this time.

MEETING MINUTES

REGULAR MINUTES OF JULY 14, 2025, MEETING

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

CLOSED

NEW BUSINESS

EAST HIGHWAY 395 PROPERTY

Commissioner Nick Gourlie stated he attended a meeting with Brian and Monica Jennen, Stevens County Land Services Director Erik Johansen, Mike Manning, SCJ Alliance, Mayor Jesse Garrett and City Superintendent Dave Wiley to discuss the possibility of annexing a portion of Jennen's property

which abuts the east city limits of Kettle Falls but lies outside of the Urban Growth Area (UGA). He stated Jennen's would like to have commercial lots along Highway 395 with larger residential lots in the back but to develop their property to the density they want it will need to be annexed. He also stated there was discussion on the process of annexing property outside of the UGA. To change the UGA would require a comp plan amendment which may cost between \$2,000 TO \$3,000 or wait and work with the County to adjust the UGA during the comp plan update. He stated Jennen's decided to wait until the update so there will need to be adjustments during the updates.

Nick explained changing the UGA boundaries is up to the Growth Management Board and to swap land outside to inside the UGA properties need to match in size and land use.

Mike Manning, SCJ Alliance, stated the city will need to advocate for the property owners with the county during the comp plan updates to change the boundaries.

Planning Commission reviewed the current UGA for possible areas to swap during the update for Jennen's property. Mike Manning stated during a swap it helps if the property owner of the land in the UGA is in favor of the swap to outside the UGA.

After further discussion, Nick stated the city, and county will need to work together with Jennen's during the comp plan updates to incorporate their property into the city's UGA.

Mike Manning stated SCJ Alliance submitted the grant to Department of Commerce for the Comp Plan update and is just waiting to hear back which will hopefully be by the end of August.

OPEN

OLD BUSINESS

REPORT ON STEVENS COUNTY'S COUNTY WIDE PLANNING MEETING JULY 30, 2025

Commissioner Joe Owens stated Stevens County wants to have this plan done by year's end and the next meeting is August 21, 2025, at 2:30 p.m. The next meeting should be accessible through zoom.

Secretary LeAnne Sanders stated there was some discussion on the city's being involved with the county on development within the UGA's as county standards are not as strict as the cities.

~~Council Member Mike Weatherman stated he felt properties outside the city limits that want city water should comply with city development and building codes.~~ See minutes of August 25, 2025

Commissioner Joe Owens stated there was discussion at the meeting about the cities and county working closely together on developments next to the cities.

Secretary LeAnne Sanders stated at the meeting the group reviewed policies 1 and 2 to see if there were any suggestions or changes.

Commissioner Joe Owens, Commissioner Nick Gourlie and Mike Manning (via zoom) plan on attending the August meeting.

OPEN

CLIMATE PLANNING ELEMENT

Mike Manning, SCJ Alliance, stated once the contract is signed with the City, he plans to start the public engagement strategy and will create an advertisement to post on social media and at City Hall seeking members for an advisory committee. He stated planning commission and council members along with any community members can be on the committee. The committee will establish a list of priorities from the community suggestions and Mike will create a survey to get more input. He stated the initial input will result in where to explore for impacts and set the priorities of what the plan should be. Mike would like to attend a community event in the fall to hand out the survey and asked for any suggestions. Suggestions were to attend the local Farmer's Market, Ciderfest, or Kettle Falls Chamber of Commerce Halloween Trick or Treat event.

Commissioner Nick Gourlie asked what the survey would look like and if it would be online.

Mike stated it will be online, but he would also like to advertise in person and give people the QR code.

Commissioner Jody Emra asked for an example of questions on the survey.

Mike gave a couple examples like how extreme heat has affected your quality of life or your work life, wildfire smoke and things that are relevant to this area. He stated the survey is generally 10 to 15 questions.

Commissioner Nick Gourlie stated that as far as city policy extreme heat can lead to drought and could dry up the city's wells is the biggest risk because if enough water is pulled out, they may not recharge. Wildfire, smoke and extreme heat are probably the biggest concerns.

Mike stated once the committee is formed it will meet once a month.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie stated he did not have an update and there could be more discussion on the matrix at this month's second meeting.

OPEN

PUBLIC COMMENT

Commissioner Joe Owens asked about the property in the UGA east of the railroad spur zoned industrial could it be rezoned too residential.

Commissioner Nick Gourlie stated the county would determine if it could be changed. If the city wants to trade for another parcel the owner would need to be contacted to see if they wanted to be pulled from the UGA.

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
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ADJOURNMENT

Chair Jody Emra adjourned the meeting at 7:08 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary