

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
MAY 12, 2026**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:00 p.m. Commissioner Joe Owens 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, Mayor Jesse Garrett, Council Member Chris Shurrum, Council Member Mike Weatherman, and Alicia Ayers with SCJ Alliance.

CLIMATE ADVISORY COMMITTEE

Lisa Wolfe.

GUESTS

None.

ANNOUNCEMENTS AND MAIL RECEIVED

Currently there are no announcements and mail received.

REGULAR MINUTES OF APRIL 13, 2026, MEETING

Commissioner Nick Gourlie made a motion to approve the April 13, 2026, planning commission minutes. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES. Motion passed.

CLOSED

PUBLIC COMMENT

Currently there is no Public Comment.

NEW BUSINESS

160 E. 3RD AVENUE

Commissioner Jody Emra stated we need to review as to whether a conditional use permit is needed for an extend-a-stay hotel at 160 E. 3rd Avenue. The legend on the map shows 160 E. 3rd

Avenue in C-1 but with the description in the zoning code it is C-2. The legend on the zoning map needs to be changed to match the written description for the C-1 and C-2 zones.

Commissioner Nick Gourlie stated since Stevens County prints our zoning maps it needs to be determined as to where the error is coming from as they have our C-1 and C-2 zones reversed. He also stated hotels are allowed in C-2, but multi-family units are not so it will need to be monitored and does not become apartments.

Commissioner Jody Emra stated there needs to be building permits pulled to remodel the building into hotel units.

CLOSED

MAY 25, 2026, PLANNING COMMISSION MEETING

Since the next scheduled Planning Commission meeting falls on Memorial Day Commissioner Nick Gourlie made a motion to move the meeting to Monday, June 1, 2026. Commissioner Joe Owens seconded the motion. Motion carried.

CLOSED

OLD BUSINESS

COMPREHENSIVE PLAN UPDATE

Alicia Ayers, SCJ Alliance, stated we will focus more on the comprehensive plan for this meeting, as to not overload the meeting. We will look at the workplan timeline, go over the deliverables for the GMA Checklist, Public Participation, Stakeholders Summary as well as the draft survey. We will also go over the policy framework for annexation and incorporation, economic development and parks and recreation.

Alicia explained the deliverable review process since some deliverables have fallen behind. She stated a draft will be given to planning commission to review before their next meeting so any questions or concerns can be brought up at the meeting. Feedback will be incorporated and sent back to planning commissioners to review, with a two-day comment period, any comment received will be incorporated and the deliverable will be finalized and sent to Washington State Department of Commerce.

At the last meeting we reviewed the workplan, critical areas ordinance, and public participation plan and determined there were no comments and they were forwarded to commerce. The last comment on Deliverable #2 was to soften the language around drought, the mayor reviewed it, said to submit it to commerce as written since it is four months behind. It is also holding up Deliverable #3 and #4.

Commissioner Nick Gourlie asked if there were any changes to the verbiage.

Alicia stated there were no changes to the verbiage.

The Stakeholder Summary comments - under Waste Management there is nothing in City ordinance that limits Sunshine Disposal from offering a yard waste pick up; there is lack of trust and engagement; use of the city Facebook to put more information out to the public may help with this issue. Change Hydro Technology General Station to Hydro Technology Generating Station, Jodi is spelled with a y and not an i, and under Infrastructure and Services advocate for more public transportation and plant more trees.

Next item is the Comprehensive Plan Survey. It will be reformatted, should be no more than two or three pages, will be mailed to all water utility customers in the area but not to out of state addresses.

GMA Checklist – Alicia reviewed the checklist with planning commission and asked members review and make comment by Friday, May 15, 2026.

Goals and Policy Text – Annexation and Incorporation, Economic Development and Parks and Recreations – Comments - Annexation - Goal 6.A - fair share means there needs to be planning for a balance of all median income levels. Joint Planning area is the area in the county serviced by city utilities. 6.1 remove the word “that” after the word beyond, 6.3 – if a property is within the UGA but does not abut the city, the city needs to engage with the county. 6.6 – remove UGA and replace with joint planning area. 6.7 – try to correct isolated pockets within the UGA by annexing them into the city limits. Alicia suggested adding a separate goal 6.8 to cover the annexing of isolated pockets.

Economic Development – couple of typos – Goal 7.F and 7.G – the sentence continues from 7.F. to 7.G and should be just one goal, Goal 7.J - facilities should be facilitate, advocate multi-modal transportation instead of support, Goal 7.A and 7.B – use this goal as a reason to extend the UGA east along Hwy 395 as the city does not have a much vacant commercial and industrial land, 7.L – who will pay for the cost of the infrastructure, 7-1 – not enough vacant land.

Parks and Recreation – Goal 8.C – remove pedestrian and non-motorized orientation, 8.5 – remove non-motorized, 8.1 – remove the * since there is no footnote, 8.3 – remove for use onward, 8.6 – move to Capital Facilities.

The review of Land Use and Housing will be discussed at a later meeting.

Alicia then reviewed the land capacity information from the workshops with the county planning. She stated the slides will cover the housing, population, and land capacity allocations as it is today and there does not need to be any decisions at this meeting. The deliverables that are due June 12th are the population and housing allocations and the land capacity analysis. The population allocation is a projection over a 20-year time frame that comes down from the state to the county then from the county to the cities. Housing allocations are the total number of housing units

needed to accommodate the projected population growth broken down by each jurisdiction based on the county's total housing unit allocation. The housing allocation is then broken down by the income level and shows the units needed for each level. Land capacity shows the land available to be built on. House Bill requires 1220 counties and cities to plan together for the needs by housing type and maintain consistency with Office of Financial Management's population projections. She explained how land capacity fits with population and housing allocations. She is working on getting a draft for the housing units and working alongside the county to meet the projected growth. There was some discussion on the number of buildable acres for housing allocations below 80% of the area median income. The county's draft population and housing allocations shows a future population in 2047 at 3,188 and total units 2020-2047 at 778. These are planning numbers for the 20-year outlook and can be updated in 5 years if necessary.

Alicia said the next step is to compare the county's population and housing allocations, available buildable land numbers and assess if there will be any land use updates or changes then the numbers will be finalized with the county.

Public Participation – Town and Country Days is June 6th and 7th. With the comments received on the survey there will be a few edits and mailed out. June 30, 2026, will be the end date for the survey unless there has not been much response. Alicia gave a brief description of activities at the booth to get public input on the climate and comprehensive plans. She stated Allison Zimmerman will be here for the event and asked for volunteers to help man the booth. Secretary LeAnne Sanders will help on Friday, Commissioners Nick Gourlie, Joe Owens, and Jody Emra stated they can stop by for an hour or two during the event to help cover where needed.

Alicia stated at the next meeting on June 1st we will go through the policy framework for the land use and housing, follow up on the second half of the populations projections, climate resilience information, policy audit, and the Deliverable 4 – Overview of the Vulnerability Assessment, she will go through it and get some feedback from planning commission.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie said he will send the zoning changes he has for planning commission to review before the June 1, 2026, meeting.

OPEN

PUBLIC COMMENT

There was no Public Comment.

HOMEWORK

Chair Jody Emra will:

- Title 17 - Zoning Updates
- Review Goals and Policies of the Comp Plan

Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Review Goals and Policies of the Comp Plan

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
- Review Goals and Policies of the Comp Plan

ADJOURNMENT

Chair Jody Emra adjourned the meeting at 8:10 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary

