

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
AUGUST 25, 2025**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:00 p.m. Commissioner Jody Emra 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) 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 AUGUST 11, 2025, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of August 11, 2025.

Council Member Mike Weatherman stated in the minutes it reads “Council Member Mike Weatherman stated he felt properties outside the city limits that want city water should comply with city development and building codes.” He stated there is an ordinance in place that requires that.

Commissioner Nick Gourlie made a motion to approve August 11, 2025, minutes with the amendment that Mike Weatherman’s comments about development standards for water outside the city limits should be updated to the relevant ordinance that affects that statement. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

NEW BUSINESS

LOT LINE ADJUSTMENT – 705 IVY STREET, 465 AND 465 ½ W. 7TH AVENUE

Commissioner Jody Emra introduced the application submitted by Don and Laura Wilson for a lot line adjustment at 705 Ivy Street, 465 and 465 ½ W. 7th Avenue. She stated a survey was done and the existing fence is ten feet west of the property line. Wilson's want the fence to be the property line, giving the east 10 feet of their lots to Sessman's and Liebing's lots. This is a Type I review and SCJ Alliance has issued a Determination of Completeness.

Mike Manning, SCJ Alliance stated this is a lot line adjustment involving Sessman, Liebing and Wilson lots transferring the ten feet westerly into the adjoining parcels. He stated the lots will still be conforming with all the minimum lot standards and it is a straightforward lot line adjustment.

Commissioner Nick Gourlie made a motion to approve the lot line adjustment for 705 Ivy Street and 465 and 465 ½ W. 7th Avenue. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

OLD BUSINESS

STEVENS COUNTY'S COUNTY WIDE PLANNING MEETING AUGUST 21, 2025

Commissioner Joe Owens stated the County Wide Planning meeting was August 21, 2025, and they reviewed Policy #3 but also went back and reviewed Policy #1 and #2. Representatives from Colville, Chewelah and Kettle Falls were all present and the next meeting is set for September 11, 2025, at 2:00 p.m. at the same place, He stated they are going through the policy line by line and are now at Policy #4.

Commissioner Joe Owens stated the County wants to require an application for any type of change and forward the application to all the municipalities involved for comment.

Commissioner Jody Emra stated there was discussion about who is responsible for bringing existing roads up to City standards once they are annexed into the cities. There was further discussion on development in the Urban Growth Area.

Commissioner Joe Owens stated there was also discussion regarding shadow plotting which is additional lines drawn up later or after an annexation.

Mike Manning, SCJ Alliance, stated there was discussion on essential public facilities and there is a county level advisory board that makes comments on public facilities like airports and mental health facilities.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie stated City Attorney Logan Worley recommended adding language to the conditional use permit on verification of the use. The language would legally allow the city to enter the property to verify the use is continuing as permitted. After discussion, Nick stated he will draft up language and send it to Logan for review.

Commissioner Nick Gourlie asked if the commission wants the temporary use section to stay in the code or removed. After discussion, the consensus of the commission was to leave the temporary use language in the code.

Commissioner Nick Gourlie asked the commission to review the matrix before the next meeting to make comparisons and should some uses be allowed in other zones. He stated the whole matrix is being updated and wants to make sure it all makes sense.

Commissioner Joe Owens stated the state is pushing to change the accessory dwellings units allowed per lot.

Commissioner Jody Emra stated they want to allow two accessory dwellings units per lot, and the accessory dwelling unit can be sold separately.

Mike Manning, SCJ Alliance, stated there is a bill to change accessory dwelling units and is not aware if the bill has passed. He stated he will check to see if the city is required to adhere to the new requirements if the bill is passed.

OPEN

ORDINANCE #1844 – PLANNING COMMISSION CHANGES

City Council passed Ordinance #1844 at their last meeting, changing the planning commission members terms, meeting time, and additional second meeting. This item was informational only.

PARK PLAN AND IMPROVEMETS

Commissioner Nick Gourlie stated he spoke to Tony Shepard (610 Meyers Street) on his way to the meeting tonight and Mr. Shepard asked if a light could be installed behind the skatepark and shade canopies placed over some of the picnic tables in the parks

Nick stated in reviewing the parks plan there is an annual review with public participation.

After further discussion, it was the consensus of the commission to put up a notice and ask for public input on park improvements at the next meeting. The commission will review suggestions and project list, make changes if necessary, and forward recommendations to Council for the 2026 budget.

OPEN

PUBLIC COMMENT

No public comment at this time.

HOMEWORK

Chair Jody Emra will:

- Title 17 - Zoning Updates
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Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
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Commissioner Joe Owens will:

- Title 17 - Zoning Updates
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ADJOURNMENT

Chair Jody Emra adjourned the meeting at 7:09 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary