

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
APRIL 28, 2025**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 7:00 p.m. Mayor Jesse Garrett led the group in the Pledge of Allegiance.

ROLL CALL

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

STAFF

Staff in attendance included LeAnne Sanders, Mayor Jesse Garrett, Council Member Michael Weatherman, Council Member Chris Shurrum and Mike Manning (SCJ Alliance) via video.

GUESTS

Anthony Errigo.

ANNOUNCEMENTS AND MAIL RECEIVED

Secretary LeAnne Sanders stated she emailed the Planning Commission a Commerce Customer Feedback Survey for them to review. Commissioner Nick Gourlie stated this is a feedback survey and he has never felt the need to fill one out.

PUBLIC COMMENT

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

MEETING MINUTES

REGULAR MINUTES OF MARCH 31, 2025, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of March 31, 2025, meeting, with no amendments. Commissioner Tammy Owens-Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Tammy Owens-Smith – YES and Commissioner Nick Gourlie – YES. Motion passed.

CLOSED

PUBLIC HEARING

ZONE CHANGE – KETTLE FALLS INFORMATION CENTER AND BBQ PARK AREA

Commissioner Jody Emra reviewed the public hearing purpose (Zone Change from Single Family Residential to C-2 Downtown Commercial – Kettle Falls Information Center and BBQ park area – parcels #0332000 and #8532506) and protocol.

City Staff Report – Mike Manning, Contract Planner with SCJ Alliance, reported this is a request to change the zone from Single Family Residential to C-2 Downtown Commercial as this zone will better align with the existing uses. He also stated there has been no public comment received and a SEPA determination of non-significance has also been issued.

Commissioner Nick Gourlie asked if this zone change affects just the Information Center and BBQ park area and the rest of the park remains the same.

Mike Manning stated that is correct.

Council Member Mike Weatherman stated the reason for the zone change is to allow EV charging stations to be put in.

Mayor Jesse Garrett wanted to reiterate that the tennis courts and the rest of the park will not change.

Chair Jody Emra asked if the BBQ park area is where the gazebo is.

Commissioner Nick Gourlie stated no.

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

Anthony Errigo, 923 W. Old Kettle Road, asked if the charging stations were going to be free, where the access is and can anyone come in with a motor home or SUV and charge.

Mayor Jesse Garrett, 175 W. 8th Avenue stated the charging stations will be owned and operated by Avista and will be pay to charge. He stated these charging stations are to charge electronic vehicles only. There will be one pull-through and two head in stations.

Commissioner Nick Gourlie showed Mr. Errigo the proposed layout of the charging stations.

Mr. Errigo asked if overnight camping will be allowed.

Commissioner Nick Gourlie stated not in this area but there is overnight camping allowed next to the BBQ park area by the tennis courts.

Commissioner Jody Emra closed the public hearing to public comment at 7:10 p.m.

NEW BUSINESS

BROCKMAN ZONE CHANGE APPLICATION - PARCEL #0327001

Mike Manning stated Gene and Makayla Brockman applied to rezone Parcel #0327001 located at the end of E. 7th Avenue lying south of Linton's property which is in the process to be annexed. The proposal is to rezone approximately four and one-half acres from single family residential to multifamily residential. He stated Brockman's long-term plan is to subdivide the property and make

lots that can be developed into duplexes. He also stated this is in the early process but wanted planning commission to be aware of the project.

Commissioner Nick Gourlie stated there is a duplex zone and asked if they wanted to rezone it to that.

Mike Manning stated they wanted to build duplexes and have lots available for single family residential as well and the duplex zone does not allow single family residential. He also stated Brockman's did state in the pre-application meeting they did not want to go beyond duplexes.

After further discussion the Planning Commission consensus is for Brockman's to prepare a rough draft proposal of their plans as there are concerns rezoning the entire parcel to multifamily and asked for them to be invited to attend the next meeting.

OPEN

CLIMATE ELEMENT TO COMP PLAN

Mike Manning stated the climate grant we are seeking is funded through Washinton State Climate Commitment Act helps cities like Kettle Falls meet the new state requirements in planning for climate change and resiliency and is part of the growth management act update. If we go after this funding it would cover planning activities like public outreach, taking inventory of greenhouse gases, studying vehicle miles traveled, assembling climate risks in the area and developing goals and policies for the upcoming comprehensive plan.

Mike Manning stated this grant is available to all cities in the state but there are several that are not going after it so our chances are high, we will get it.

Chair Jody Emra asked when we need to update our comp plan.

Mike Manning replied by June 2027.

Commissioner Nick Gourlie asked if the city is required to do the climate element and if we do not apply for the grant the planning commission would need to find our own way to do the studies.

Mayor Jesse Garrett stated it is his understanding that to have the comp plan approved the climate element needs to be included.

Mike Manning replied it is his understanding the city is and at this time only climate change and resiliency element is required.

Council Member Chris Shurrum asked how much is the of grant for.

Mike Manning replied it is for \$150,000.00; it is not a matching grant, and it is fully funded.

After further discussion, Nick Gourlie made a motion to make a recommendation to the Council to approve SCJ Alliance applying for the grant for climate element to the comprehensive plan. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commission Tammy Owens-Smtih – YES.

CLOSED

PLANNING COMMISSION MEETING SCHEDULE

Chair Jody Emra asked to have the meeting changed from May 12th to May 13th but to meet the publication requirements for the public hearing on the conditional use permit for the tannery the meeting would need to be rescheduled for May 21st.

Secretary LeAnne Sanders asked the planning commission for their thoughts on changing from one meeting a month to two. She stated with the increase in zoning and land use applications a second meeting a month would help get them processed in a timely manner.

Commissioner Nick Gourlie stated he did not have a problem having two meetings a month and if it needed to be changed in the bylaws it could be.

The Planning Commission suggested changing the code to two meetings a month and if the second meeting is not needed it could be cancelled.

After further discussion, Commissioner Nick Gourlie made a motion to reschedule the planning commission meeting of May 12th to May 21st. Commissioner Tammy Owens-Smith seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commission Tammy Owens-Smtih – YES.

CLOSED

OLD BUSINESS

ZONE CHANGE RECOMMENDATION

Commissioner Nick Gourlie made a motion to recommend to the council to approve the zone change of Happy Dell Park parcels #0332000 and #8532506 from residential to C-2. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, Commissioner Nick Gourlie – YES and Commission Tammy Owens-Smtih – YES.

CLOSED

620 LARCH STREET UPDATE

Secretary LeAnne Sanders stated Mr. Cain is doing a survey, so he knows where the property lines are before he applies for a variance if one is needed.

OPEN

HAPPY DELL PARK NORTHWEST LIGHT POLE REPAIR ESTIMATE

Chair Jody Emra stated Larry Kulesza was going to check with Floener Electric about another option, but Larry was not in attendance.

Commissioner Nick Gourlie stated Larry told him his idea was too sever the old line and run a new line to the light pole rather than have Floener's spend the time trying to find where the problem is with the old line as it may be less expensive.

OPEN

PLANNING COMMISSION BYLAWS

Commissioner Nick Gourlie presented his draft update of the bylaws and asked the commission to review it for the next meeting. He discussed some of the changes he made.

Chair Jody Emra asked who the planning director is.

Mayor Jesse Garrett stated at this time it would be SCJ Alliance.

The Planning Commission reviewed the changes and discussed water and sewer capacity, the reporting to council and signing of official correspondence.

Commissioner Nick Gourlie suggested including a calendar of planning commission member terms and have it attached to the back of the bylaws.

After further discussion, Commissioner Nick Gourlie will have the bylaws update for the next meeting.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie reviewed the changes to the zoning update. He stated with the proposed new zoning existing multifamily use structures would need a conditional use permit and not their own use as it is currently, so a decision needs to be made on how to handle the existing multifamily unit structures.

It is the consensus of the planning commission to have duplexes permitted in the R-2 zone and not conditionally permitted. He stated he will have more clarity about manufactured homes and the six definitions as they have for similar uses.

After further discussion, Commissioner Nick Gourlie will keep moving forward with the zoning update.

OPEN

PUBLIC COMMENT

ANTHONY ERRIGO – W. 925 OLD KETTLE ROAD

Anthony Errigo, 923 W. Old Kettle Road, asked what development zone he was in. He looked at the zoning map and he is single family residential.

Commissioner Nick Gourlie stated he could also look it up online on the Stevens County website where he could also do property searches.

Mr. Errigo asked when the map was last updated.

Mike Manning stated it was updated in 2020.

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 8:46 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary

