

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
DECEMBER 10, 2024**

CALL TO ORDER

Chair Jody Emra called the meeting to order at 7:01 p.m. Chair Jody Emra 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 LeAnne Sanders, Council Member Chris Shurrum, Council Member Michael Weatherman, and Mike Manning (SCJ Alliance) via video.

GUESTS

Ben Leighton via video.

ANNOUNCEMENTS AND MAIL RECEIVED

There were no announcements or mail received.

MEETING MINUTES

REGULAR MINUTES OF NOVEMBER 18, 2024, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of November 18, 2024, with an amendment stating the Public Hearing for the Linton Annexation has been changed. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, and Commissioner Nick Gourlie – YES. Motion passed.

CLOSED

NEW BUSINESS

MAPLES INVESTMENT PROPERTIES LLC – SHORT PLAT

Mike Manning, SCJ Alliance stated the Maples Short plat is a 6-acre parcel at the corner of Highway 395 and State Route 25 and is zoned C-1 with a minimum lot size of 4,200 square feet and is divided into four parcels. He stated all the lots are well over the minimum lot size.

Commissioner Nick Gourlie asked if this parcel was zoned C-2 not C-1.

Mike Manning stated on the zoning map Stevens County has it zoned C-1.

Ben Leighton, Maples Investments LLC, asked if Stevens County zoning is different than the Kettle Falls zoning and believed it was zoned C-2.

Commissioner Nick Gourlie stated the county uses different designations but according to our zoning it matches the C-2 designation better, C-1 is downtown commercial.

Mike Manning stated the zoning was his mistake and in looking at the plat it has two access points proposed one off Highway 395 and the other off State Route 25 leading to a hole with a 40-foot radius. He stated there are easements for road and utilities and at this time there are no initial concerns and plans on issuing a determination of completeness by weeks end. He then asked if the planning commission had any questions for either himself or the applicant.

Chair Jody Emra asked about the easement for the railroad right of way on the statutory warranty deed and saw it referenced again in the plat certificate and wanted to know if it will be an issue of any kind.

Commissioner Nick Gourlie stated the easement is referring to the centerline of the road and was wondering if it is tied to the property because the road is tied to the property.

Ben Leighton stated he will contact his surveyor and see what their thoughts are on the railroad easement.

Mike Manning stated we will give the railroad the opportunity to comment on the short plat and does not feel this will be an issue.

After further discussion, Mike Manning stated he will have the notice of application and public hearing ready for the January 13, 2025, meeting.

Secretary LeAnne Sanders asked Ben Leighton to bring in stamped addressed envelopes for all property owners within 300 feet of the property as they are to be notified by mail on the date of the public hearing.

OPEN

UGA POSSIBLE MODIFICATION

Mike Manning, SCJ Alliance, stated with the modification of the Urban Growth Area (UGA) the land swap process may be the best option to use which means swapping UGA land from one spot to another. He stated from what he understands this is a fairly new process and would like legal guidance from City Attorney Logan Worley. He continued by saying the city would put out a proposal coordinating with the county letting them know what we want to do, and it requires an analysis for justification as to why it makes sense to do the swap. The city would need to get

projections from the Office of Financial Management as to why it would be sensible and show consistency with the GMA and the Kettle Falls Comprehensive Plan. He stated the process would go through hearings like an annexation process and would go through the state.

Chair Jody Emra asked Mike if he had an area in the UGA he was thinking would make a good land swap.

Secretary LeAnne Sanders stated a property owner east of town is interested in annexing approximately 25 acres into the UGA. The City was told the property owner contacted Stevens County Planning and they seemed receptive to the idea.

After further discussion, Mike asked for the City to contact the property owner and ask for a narrative on what they want to do so he can do some research before contacting the County.

OPEN

OLD BUSINESS

705 IVY STREET – DON AND LAURA WILSON

Secretary LeAnne Sanders stated Laura Wilson brought in their Record of Survey for Lots 5 and 6, Block 35, Meyers Falls and an application for a lot line adjustment. According to the survey Lot 6 is 48.58 feet wide to the north and 59.40 feet wide to the south. The survey map also shows three records of surveys and Wilson's have been asked to check into these other surveys to compare. The survey map the City has shows Lot 6 as 40.16 to the north and 50.22 to the south.

Mike Manning, SCJ Alliance, stated with the surveyor being from out of state he would like to check and see if they meet the licensing requirements for Washington State.

Chair Jody Emra stated the survey map shows a State of Washington survey stamp.

Mike Manning stated he will check to see if he can find what the other three surveys show that are referenced on the survey.

Commissioner Nick Gourlie stated if they want to do a lot line adjustment there will need to be a survey or legal description for the property to the east.

OPEN

PLANNING COMMISSION BYLAWS

Commissioner Nick Gourlie stated he did not have time to work on the update this last month.

OPEN

TITLE 17 ZONING UPDATES

Commissioner Nick Gourlie asked if the other members reviewed the zoning updates and had any changes or comments. Both Chair Jody Emra and Commissioner Joe Owens stated they did not have time to review all the information.

Mike Manning, SCJ Alliance, stated he would appreciate an extension too.

It was decided to have further discussion at the next planning commission meeting.

OPEN

LINTON ANNEXATION UPDATE

Mike Manning, SCJ Alliance, stated we are still on track to have the first public hearing on the Linton Annexation on January 13, 2025, and is hoping to have the material ready by the end of the week. He also stated the Linton's will need to do a SEPA and it would be nice to run it concurrently, but it doesn't need to run with the public hearing if it is not returned in time.

OPEN

HOMEWORK

Chair Jody Emra stated for the meeting on January 13th not only will there be the bylaws and zoning updates but the public hearings for the Maples Short Plat and Linton Annexation.

Mike Maning stated he will be here in person for that meeting.

Commissioner Joe Owens asked if planning commission can attend the informal meeting with the county regarding the land swap for educational purposes.

HOMEWORK

Chair Jody Emra will:

- Title 17 - Zoning Updates
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Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Bylaws
-

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
-

PUBLIC COMMENT

As there was no Public Comment, the Planning Commission moved on to Adjournment.

ADJOURNMENT

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

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary/Clerk