

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
AUGUST 24, 2026**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:02 p.m. Commissioner 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 Secretary LeAnne Sanders, Council Member Chris Shurrum, Council Member Mike Weatherman, and Liam Taylor, SCJ Alliance via video.

GUESTS

Hannah Green, Gene and Makayla Brockman.

ANNOUNCEMENTS AND MAIL RECEIVED

Currently there are no announcements and mail received.

REGULAR MINUTES OF JULY 27, 2026, MEETING

Commissioner Nick Gourlie made a motion to approve July 27, 2026, planning commission minutes. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES. Motion passed.

CLOSED

PUBLIC COMMENT

No Public Comment at this time.

NEW BUSINESS

ALLEY – E. 5TH AVENUE

Gene Brockman introduced himself, his wife Makayla and his mother Hannah Green to everyone in attendance. He stated they have purchased the property on E. 5th Avenue from Tom and Mindy Courson and one of the lots is extremely narrow. He has spoken to City Superintendent Dave Willey about opening the alley to have access to the back of the lot. Mr. Brockman said City Superintendent Dave Willey said the sewer will come from the back of the lot also.

TYPE I REVIEW PROCESS

Kettle Falls Municipal Code 17.06.037 states the administrator may approve, approve with conditions or deny Type I applications, and they do not need to go before planning commission.

Commissioner Nick Gourlie replied city council passed an ordinance a few years ago that lot line adjustments should go before planning commission even though they are a Type I review. He added there was an issue years ago with a lot line adjustment SCJ approved and something was not right, so council made a motion for lot line adjustments to go before planning commission. He couldn't remember the exact issue.

Secretary LeAnne Sanders stated she went through the code book and could not find where it had been changed but did not look through the ordinances.

Commissioner Jody Emra stated city council determined planning commission will be the administrator on lot line adjustments and council is notified of their decision.

Secretary LeAnne Sanders said she will do further research.

Contract Planner Liam Taylor, SCJ Alliance, stated he did some research and if city council defined planning commission as the administrator in the ordinance that when planning commissions are involved in reviewing site specific development proposals it is considered a quasi-judicial review which is subject to public noticing requirements. He stated this would add extra timelines to the applicant, and he would like to see the ordinance and application Nick is referring to. If planning commission is the administrator, they also need to review temporary use permits as they are a Type 1 review.

Commissioner Nick Gourlie asked what brought up the Type 1 review process?

Contract Planner Liam Taylor explained on the last lot line adjustment with Windermere Real Estate on E. 3rd Avenue he was reviewing the code it states the administrator so he was a little confused when Secretary LeAnne Sanders said planning commission will approve.

Commissioner Nick Gourlie felt if planning commission cannot legally approve lot line adjustments, he would like the commission to be able to review and make comment on the application.

After further discussion, it was decided that Secretary LeAnne Sanders will search further to see if an ordinance was passed.

OPEN

HOMEWORK

Chair Jody Emra will:

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Commissioner Nick Gourlie will:

- Title 17 Zoning and Map Update

Commissioner Joe Owens will:

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ADJOURNMENT

Chair Jody Emra adjourned the meeting at 7:16 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary