

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
JULY 14, 2026**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 6:00 p.m. Commissioner Nick Gourlie 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 Alicia Ayers, SCJ Alliance via video.

CLIMATE ADVISORY COMMITTEE

None.

GUESTS

None.

ANNOUNCEMENTS AND MAIL RECEIVED

Currently there are no announcements and mail received.

REGULAR MINUTES OF JUNE 23, 2026, MEETING

Commissioner Nick Gourlie made a motion to approve June 23, 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

INFORMATIONAL MEETING WITH DOLLAR GENERAL REPRESENTATIVES

Commissioner Nick Gourlie reported he attended a virtual preapplication meeting with Dollar General, SCJ Alliance, City Superintendent Dave Willey and Secretary LeAnne Sanders reference a possible site on E. 3rd Avenue to construct a Dollar General. He reported they have not submitted any application, then he reviewed the site plan with planning commission. He also reported at this time they comply with all planning and zoning requirements. This item was informational only.

OLD BUSINESS

CLIMATE RESILIENCE AND COMP PLAN UPDATE

Alicia Ayers, SCJ Alliance, stated there will not be much discussion on the Comprehensive Plan as the PUG year one grant is finished, we will review the Public Participation and Climate Resilience Plan to include the Work Plan and Timeline, Policy Audit Memo and Vulnerability Assessment Memo. There is no homework as there will be a slight pause until the PUG year two grant comes through from Department of Commerce.

Public Participation Survey Summary – received 163 responses with 150 complete and 13 partially complete. The key takeaways: Kettle Falls’ small-town character: 76% prioritized the community’s small-town atmosphere as one of its defining qualities. Housing affordability is the community’s biggest growth challenge: 55% identified housing costs as a top concern, 72% said affordable housing is needed to support future growth and retain youth. Economic development should focus on jobs and local businesses: 77% prioritized more jobs, 64% supported additional community amenities and 62% favored stronger City-business partnerships. Wildfire is the community’s top resilience priority: 91% identified wildfire as Kettle Falls’ greatest natural hazard and 90% have experienced wildfire or wildfire smoke. Residents support a family-friendly community with strong local businesses and parks: over 80% rated being welcoming and family friendly, 81% supporting local businesses, 81% as very important for Kettle Falls’ future, 69% said access to parks and open space is important.

Kettle Falls Town and County Days Takeaways: There were a couple of boards, but the traffic was light – Penny Poll: Parks and Recreation – 46, Growth and Community Character – 46, Natural Environment – 37. Housing Challenges: Options are not affordable – 4, Difficulty finding housing – 3. Transportation Concerns: Public Transportation – More shuttle buses from Kettle Falls to Colville and community line into Colville. Driving – bad roads. Climate Questions: Climate Hazard - Wildfire – 14, Drought – 7 and reduced snowpack – 3. Climate Sectors: Transportation – 6, Health and Well-being – 5 and Ecosystems – 5.

Alicia then reviewed the timeline for the Comprehensive Plan for PUG year one and stated Department of Commerce should have contracts for PUG year two around the end of July.

She reviewed the timeline for the Climate Resiliency Element and we will be reviewing Deliverable #3 Audit Plans and Policies and Deliverable #4 Vulnerability and Risk Assessment during this meeting.

Planning Commission reviewed Deliverable #3, Audit Plans and Policies. They had revisions to Page 2, add “were Identified” to the sentence under Review of Existing Goals and Policies, Page 4, Goal 2B, - identify WUI, “wildland urban interface”, Page 6, Policy 2.5 – add “which increases potential for landslides”, Page 8, Policy 2.13 – add “brush maintenance and tall/dry grass”, Page 9, Policy 2.34 – change word “naturally” to “natural”, Page 14, Policy 6.6 - remove the word “that”, and Page 15, Policy 7J – remove “multimodal”, replace with “transportation”.

Alicia explained Deliverable #4 – Vulnerability and Risk Assessment focus is on the top three hazards: wildfire, extreme heat and drought and matches up with the four sectors: health and well-being, emergency management, buildings and energy and water resources. Public engagement identified four top hazards: wildfire, drought, heat waves and more frequent and intense storms with three sectors: transportation, health and well-being and ecosystems. She explained the public's concerns will be integrated in the goals and policies in the development of the climate element itself.

Planning Commissions revisions to Deliverable #4, Page 4, remove the Kettle Falls Trail System from Figure 1, it is the railroad and there are no trespassing signs.

Page 5, Emergency Management: 2., add Kettle Falls Fire Station, remove 3. Kettle Falls Inn, under Building and Energy, remove 1. Downtown Core and 6. Historic Buildings and Homes.

Page 6, under Wildfire/Health and Well-Being, 3rd paragraph, remove the Kettle Falls Trail System. Under Wildfire/Emergency Management add: However, the City's close proximity to Lake Roosevelt provides a reliable water source for firefighting operations and supports wildfire suppression efforts, to paragraph two. Under Wildfire/Buildings and Energy change both Assessed Vulnerability and Assessed Risk to Medium and remove the last sentence of first paragraph “Hundreds of properties are already identified at risk, particularly in areas with dense vegetation and steep terrain”. To paragraph two, remove part of the last sentence, “this pairing was identified as high risk and a priority for action”. Add: Kettle Falls benefits from having two local fire departments, readily available municipal water infrastructure for emergency response, and established firefighting resources that strengthen the community's ability to respond to wildfire incidents. In addition, the Washington Department of Natural Resources (DNR) frequently establishes wildfire base camp operations in Kettle Falls during fire season, providing nearby personnel, equipment, and logistical support that can improve response capabilities for local and regional wildfire events.

Page 7. Remove “and several historic buildings throughout the community” from the first paragraph. Under Extreme Heat/ Health and Well-Being change Assessed Vulnerability to Medium, paragraph 3 remove, “and the Kettle Falls Trail System”. Under Drought/Water Resources and Drought / Emergency Management change Assessed Risk to Medium.

Page 8., Conclusion, second paragraph, beginning of second sentence, add, The” medium and” high risk.

Alicia said she will send the markup drafts for everyone to review so if planning commission has any other revisions email them to her. She would like any additional comments no later than midday Friday. We will now wait until we hear from Department of Commerce on PUG year two grant but will continue to work on the Climate Resilience Element.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie said he does not have the draft zoning map but should have it for the next meeting.

OPEN

PUBLIC COMMENT

No Public Comment at this time.

HOMEWORK

Chair Jody Emra will:

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Commissioner Nick Gourlie will:

- Draft new zoning map

Commissioner Joe Owens will:

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ADJOURNMENT

Chair Jody Emra adjourned the meeting at 7:27 p.m.

Approved:

Attest:

Jody Emra, Chairperson

LeAnne Sanders, Secretary