

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 24, 2025**

CALL TO ORDER

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

ROLL CALL

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

STAFF

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

GUESTS

Heather Stomley, Seth and Shannon Morris, Josh Judd, Larry Kulesza, Michelle Stacy, John Linton, and Rod Snyder.

ANNOUNCEMENTS AND MAIL RECEIVED

There were no announcements or mail received.

MEETING MINUTES

REGULAR MINUTES OF JANUARY 13, 2025, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of January 13, 2025, with no amendments. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – YES, and Commissioner Nick Gourlie – YES. Motion passed.

CLOSED

PUBLIC HEARING

LINTON ANNEXATION – EAST OF CITY LIMITS

Commissioner Jody Emra reviewed the public hearing purpose (Linton Annexation of 7.17 acres east of 5th and 6th Avenues) and protocol.

City Staff Report – Secretary LeAnne Sanders reported the department heads reviewed the proposed annexation and there are no concerns.

Mike Manning, SCJ Alliance, stated this is within the single-family residential land use designation area for Kettle Falls and the proposed zoning designation is for single-family residential and does align with the future land use map. It has undergone SEPA environmental noticing, and it is a none project action at this time which means there is no development being proposed at this time. He

stated there has not been any public comment and the planning department does not see any issues with this annexation.

John Linton, property owner, and Ron Snyder, a real estate agent who is working with Mr. Linton, were both present.

Ron Snyder stated they have gone through the process with Stevens County and the City along with a surveyor to ensure everything is done properly. He stated there may be an interested party for the property and understands moving forward the process will need to go through the development standards of the City.

Commissioner Jody Emra opened the public hearing for public comment at 7:05 p.m. No public comment was presented. Commissioner Jody Emra closed the public hearing to public comment at 7:06 p.m.

NEW BUSINESS

ELECTION OF OFFICERS

Commissioner Nick Gourlie made a motion to elect Jody Emra as Planning Commission Chair. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie -Yes, Commissioner Joe Owens – Yes and Commissioner Jody Emra – Yes. Motion passed.

Commissioner Jody Emra made a motion to elect Joe Owens as Planning Commission First Vice Chair. Commissioner Nick Gourlie seconded the motion. Commissioner Joe Owens – Yes, Commissioner Jody Emra – Yes and Commissioner Nick Gourlie – Yes. Motion passed.

CLOSED

OLD BUSINESS

LINTON ANNEXATION

Commissioner Nick Gourlie made a motion to recommend to council the approval of the Linton Annexation. Commissioner Joe Owens seconded the motion. Commissioner Joe Owens – Yes, and Commissioner Nick Gourlie – Yes. Motion passed.

CLOSED

TANNERY DEFINITION

Chair Jody Emra read the proposed definition of tannery: A business which cures and stores raw animal hides and skins. Tanneries are only permitted when utilizing processes which limit fumes and foul odors to within the located building and which do not dispose of chemicals into the city sewer system which could hinder the city's ability to process waste.

Josh Judd was present and given a copy of the planning commission's proposed definition for tanneries and the revision of the matrix table to allow tanneries.

Commissioner Nick Gourlie stated the reason for a conditional use permit being required in the matrix is that not all tanneries use the same chemicals in their processes, and this will allow for oversight of various processes.

Mike Manning, SCJ Alliance, provided an overview of the process. He stated that a SEPA Checklist is required, and asked if Commissioner Nick Gourlie would fill out the checklist. He stated as this is a non-project action the last few pages are the most important. He stated it will require a public hearing which he will post and hopefully the public hearing will be next month. Once planning commission makes the recommendation to approve it will go to Council. The council will need to approve the ordinance and once the ordinance is passed it will go to the Department of Commerce for review, which could take up to 60 days, if Commerce approves it will become law.

Council Member Mike Weatherman asked if the Department of Health needed to review any of the information.

Josh Rudd spoke to City Superintendent Dave Willey and the city will do quarterly testing of what is going down the sewer drain to make sure the PH stays above 5. Mr. Rudd stated he provided Dave with a list of all the products he uses.

Commissioner Nick Gourlie stated this is a prime example of why this is a conditional use and not a normal permitted use.

Chair Jody Emra suggested adding C-2 in the matrix requiring a conditional use permit for tannery as well as Industrial and High Industrial.

Commissioner Nick Gourlie stated he agreed if the area in C-2 is like uses and not a strip mall.

Secretary LeAnne Sanders stated Mayor Jesse Garrett suggested changing the word dispose to discharge in the tannery definition.

Possible Definition to Add to 17.01.042 Definitions: Tannery: A business which cures and stores raw animal hides and skins. Tanneries are only permitted when utilizing processes which limit fumes and foul odors to within the located building and which do not dispose of chemicals into the city sewer system which could hinder the city's ability to process waste.

Commission Nick Gourlie stated he will make the changes and have the matrix and definition ready for the Public Hearing.

OPEN

At this time Larry Kulesza, Ron Snyder, John Linton, and Michelle Stacy left the meeting. Chair Jody Emra asked the remaining guests if they had any comment.

Seth Morris stated he was present to learn more about the annexation project and he has heard there was going to be a four-lane street put in along with a large retirement complex. He also stated he was concerned about the cost of the project to develop the property and did not want to have to pay for any of these costs.

Chair Jody Emra stated Linton's have no plans to develop the property at this time and will continue to farm the property. She also stated once the property is annexed if someone purchases the property, they may want to develop it and when that time comes, they will need to go through the process with planning commission for development which may require public hearings.

Seth Morris stated he was happy to hear the property would come into the city zoned single family residential.

Mike Manning explained the process if the property was to change from single family residential zone to the remaining guests.

Commissioner Nick Gourlie reviewed the matrix and stated farming is allowed in suburban residential with a conditional use permit and is not allowed in single family residential so it will need to come in zoned suburban residential.

After further discussion, John Linton, Ron Snyder, and Larry Kulesza (who were standing outside) were asked to come join the meeting.

Chair Jody Emra stated after reviewing the zoning matrix and since Linton's want to continue farming the property the land will need annexed as Suburban Residential zone which allows farming with a conditional use permit.

Ron Snyder stated as they were discussing outside, they are aware there may be a bigger oversight into what needs to be done for the total picture.

Larry Kulesza stated they can have a conditional use permit on single family residential until it is developed.

Commissioner Nick Gourlie stated the only residential zone which allows farming for commercial use is suburban residential.

Ron Snyder stated the party which is interested in the property develop all the time and is familiar with the process.

PLANNING COMMISSION BYLAWS

Commissioner Nick Gourlie stated he has not completed the update at this time.

Chair Jody Emra stated she would like to have Article 8 added.

OPEN

TITLE 17 ZONING UPDATES

Commissioner Nick Gourlie asked if anyone had a chance to review the zoning update and had any notes to add.

Chair Jody Emra talked about a letter she read addressing essential facilities and being aware of facilities with social services during the review of the updates.

Commissioner Joe Owens asked if taking out the minimum lot sizes and having tiny homes is this way this commission wants to go.

Commissioner Nick Gourlie stated there had been discussions for a definition of a tiny home, but a tiny home would fit under the definition of residential recreational vehicle and read the definition.

Chair Jody Emra stated she felt she would not call a tiny home a residential recreational vehicle.

Commissioner Nick Gourlie stated if a tiny home is placed on a foundation, it would be called a modular home with a smaller square footage.

Commissioner Joe Owens is in favor of keeping the height to two and a half stories.

The Planning Commission agreed to keep it at two and a half stories.

Planning Commission discussed setting maximum dwelling units per acre per zone. Commissioner Nick Gourlie stated this helps with the density of each zone.

After further discussion, Commissioner Nick Gourlie stated he will make the changes to the draft zoning update for the next meeting. He also stated once the zoning update is done there will be a separate process to update the zoning map. The C-1 Central Commercial and C-2 Downtown Commercial match the code and zones but the maps are wrong, and the maps are wrong because the names of the definitions are mislabeled.

Chair Jody Emra asked the planning commission to think about a zone for rehabilitation facilities and would this be different from apartment complexes.

Commissioner Nick Gourlie stated there are already some definitions in the matrix that can be used and already have footnote five added which states must be located at least 1,000 feet from any schools, museums, libraries, parks, or youth-oriented businesses. He stated to look at the matrix and if footnote 5 has not been added to some of the definitions it can be.

OPEN

PUBLIC COMMENT

AVISTA EV CHARGING STATION

Mike Manning. SCJ Alliance, stated Council approved Avista to put an EV charging station by the Information Center at Happy Dell Park which is at no cost to the city. He stated this is a level 3 charging station which means it is DC fast charging station which is the fastest charging station for vehicle or commercial use, but this type of charging station is not allowed in the single-family residential zone. Mike said this would require a zone change or amending the matrix to allow them in single family which he does not recommend. He stated either way will require some sort of action that involves the public.

Commissioner Nick Gourlie stated his concern is that if Avista puts a charging station along Juniper it would take up the room for a future sidewalk as there has been past discussion to put one in.

Chair Jody Emra felt three regular stations and a larger one seemed like quite a few.

Commissioner Nick Gourlie thought it would be a good improvement to the park.

Secretary LeAnne Sanders asked the Planning Commission if there is a way for Linton's to keep farming their property they want to annex without having to go through the Conditional Use Permit process.

Chair Jody Emra asked if they sell their hay. It was stated they feed the hay to their own cattle and do not sell it.

Commissioner Nick Gourlie stated that if they are not selling their hay the property can come in as Single Family Residential as cultivation of land as a hobby is allowed in all zones.

Seth Morris stated the cutting of the hay cuts down on the fire danger too. He also stated the ground squirrels are coming closer to the current city limits line.

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
-

ADJOURNMENT

Chair Jody Emra adjourned the meeting at 8:30 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary