

**KETTLE FALLS PLANNING COMMISSION  
MEETING MINUTES  
SEPTEMBER 8, 2025**

**CALL TO ORDER**

Commissioner Jody Emra called the meeting to order at 6:02 p.m. Secretary LeAnne Sanders led the group in the Pledge of Allegiance.

**ROLL CALL**

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

**STAFF**

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

**GUESTS**

None.

**ANNOUNCEMENTS AND MAIL RECEIVED**

No announcements or mail received.

**PUBLIC COMMENT**

No public comment at this time.

**MEETING MINUTES**

**REGULAR MINUTES OF AUGUST 25, 2025, MEETING**

Commissioner Nick Gourlie made a motion to approve the minutes of August 25, 2025. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

Commissioner Nick Goulie asked Council Member Mike Weatherman to find the ordinance he referred to on development standards that roads for out-of-town water connections need to be built to city code and bring to Secretary LeAnne Sanders.

## **NEW BUSINESS**

### **PARK PLAN REVIEW**

Commissioner Jody Emra stated there is no public in attendance for the Park Plan review.

Commissioner Nick Gourlie stated the purpose is to review the plan annually before budget to cross off items that have been accomplished and add new projects and safety concerns.

Commissioner Joe Owens asked Mike Manning, SCJ Alliance what the plan is to get public involvement in the park plan.

Mike Manning stated during the comprehensive plan updated there will be a questionnaire handed out that will address the park plan, but for the annual review it is just posted like it was.

Planning commission reviewed plans for each park to make recommendations to Council on changes and line items to be removed:

Happy Dell Park: Short Term - basketball/ tennis court makeover is complete; the bleachers have been repaired and repainted so these two items can be removed along with create site plan. Prioritize hazard tree removal and lights on the flagpole and trimming of trees around the concession stand area. There was discussion on the deed of the park as to whether it has been deeded to the city. Remove community music events from the visioning section.

Kettle Falls Downtown Park: Short term – new pool is done, all plumbing in the bath house was replaced so it can be removed, the pool maintenance is ongoing so it can also be removed. Long term – move lighting around the skatepark, replace of playground equipment and replace bark chips in playground with rubber matting to short term. Remove additional trash bins from long term and check with City Superintendent Dave Willey on the electrical hookups for the skate park. Remove develop and install an ice rink from visioning.

Meyers Falls Dam: Change create site plan date to 2026 in short term. The planning commission felt a sidewalk down to the site needs to be installed before any updates can be done.

Danny Hodgson Community Garden: Short term – remove recruit volunteers as it is ongoing. There was discussion about how to work with the school to have students help care for the garden and if the garden area is being underused should it be repurposed for another type of green space.

Pedestrian System: Long Term – remove the high school to connect current sidewalk on Old Kettle Road. Short Term – remove build a city plan for expanding on the current pedestrian system and determine enforcement policies for existing/new sidewalk infrastructure. Add pedestrian crossing signal on HWY 395 by Little Gallea and Meyers Street and 7<sup>th</sup> Avenue crosswalks.

Bicycle System – Short Term – remove build a city plan for enhancing bicyclist safety and access.

Capital Improvements Program Timeline and Costs – now is the time to update the figures during the budget process.

Commissioner Nick Gourlie suggested the planning commission members walk through all of the parks and look at suggestions on updates and repairs and check for items that can be crossed off the list.

Financial Infor – Commissioner Nick Gourlie stated he will email Clerk/Treasurer Raena Hallam for updated figures. He also asked Mike Manning if he had the final Park Plan on file and if he did could he forward it to him as all he has is the draft.

Mike Manning stated he would look to see if SCJ Alliance has it on file.

Council Member Chris Shurrum asked if the City was to buy the property where the KF is would it become part of the park plan.

Commissioner Nick Gourlie felt that it would not fall under the park plan as it is outside of the Urban Growth Area.

Commissioner Jody Emra felt it would fall under more of a wilderness area if the city was to purchase it.

OPEN

### **OLD BUSINESS**

### **ZONING UPDATE**

Commissioner Jody Emra asked planning commission if they wanted to start the zoning update or wait till the next meeting as it was almost 7:30 p.m.

Commissioner Nick Gourlie stated he did not have time to add the extra language to the Conditional Use Permit, and the zoning matrix could wait till the next meeting.

OPEN

### **PUBLIC COMMENT**

Commissioner Jody Emra stated she had some scheduling issues for some upcoming meetings and would like to change the next meeting of Monday, September 22<sup>nd</sup> to Tuesday, September 23<sup>rd</sup> and the meeting of Monday, October 13<sup>th</sup> to Tuesday, October 14<sup>th</sup>.

Neither Planning Commission or Mike Manning had any objections to changing the meeting dates for the next two meetings.

Commissioner Jody Emra also asked if Commissioner Nick Gourlie could attend the next City Council meeting and give the planning commission update.

Commissioner Nick Gourlie stated he is available to attend the next City Council meeting.

**HOMEWORK**

Chair Jody Emra will:

- Title 17 - Zoning Updates
- Park Plan Update
- 

Commissioner Nick Gourlie will:

- Title 17 - Zoning Updates
- Park Plan Update
- 

Commissioner Joe Owens will:

- Title 17 - Zoning Updates
- Park Plan Update

**ADJOURNMENT**

Chair Jody Emra adjourned the meeting at 7:30 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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LeAnne Sanders, Secretary