

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
OCTOBER 15, 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.

STAFF

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

GUESTS

Amber and Nick Ward.

ANNOUNCEMENTS AND MAIL RECEIVED

Planning Commission received an announcement from Municipal Research and Services Center about a Land Use Case Law Update online seminar on Thursday, December 11, 2025. The cost of the online seminar is \$50.00 and if any member is interested, please let City Hall know.

PUBLIC COMMENT

No public comment at this time.

MEETING MINUTES

REGULAR MINUTES OF SEPTEMBER 24, 2025, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of September 24, 2025. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

NEW BUSINESS

AMBER AND NICK WARD – 535 MEYERS STREET

Amber Ward stated they have resided at 535 Meyers Street for the past couple of years and they love the Kettle Falls community. There is a great school system, wonderful library, and parks and

It is a beautiful area to live in. She stated she operates her esthetician business out of this location doing lashes, brows, waxing, and other facial needs. They are applying to refinance the purchase of the property from Like's, and they need to have permission from planning commission to move forward with their financing application.

Commissioner Jody Emra stated since the property is zoned commercial Ward's will need to apply for a conditional use permit for living quarters in a commercial zone. She stated there are qualifications that need to be met.

Commissioner Nick Gourlie explained the definition of living quarters in a commercial zone. He explained the commercial space is to be the primary space use of the property with the living quarters being separated from the commercial space and the application will require a floor plan of the building.

Amber Ward stated they have a front entrance for business and back entrance for the living quarters. The front area of the building is used as the commercial space with a wall dividing the two spaces.

Ward's were provided with information from the municipal code on the requirements for a conditional use permit.

Commissioner Nick Gourlie read the definition of living quarters from the code to everyone in attendance. Living Quarters: One or more rooms, designed, occupied, or intended for occupancy as separate living quarters, with a separate kitchen, sleeping quarters, sanitation facilities, and entrance for use by the occupant.

Nick Ward stated there is only one bathroom in the building which is in the residential area.

Commissioner Nick Gourlie stated most businesses do not have public restrooms for their customers to use and he does not believe there are requirements for commercial spaces to provide public restrooms.

The timeline of a conditional use process was discussed and once the planning fee is paid and a floor plan provided the application will be forwarded to Mike Manning, contract Planner with SCJ Alliance for review.

OPEN

OLD BUSINESS

CLIMATE RESILIENCY PLAN

Mike Manning, SCJ Alliance, stated the kickoff meeting for the Climate Resiliency Plan and Comprehensive Plan Update will be at the November 10, 2025, meeting. At this meeting we will go over the checklist, and he will provide the checklist for planning commission to review prior to the meeting. At this meeting planning commission will need to decide if they want to try and find people for an advisory committee or if they want to function as the advisory committee.

Commissioner Nick Gourlie asked how many people need to serve on the advisory committee?

Mike Manning stated there is not a set number.

Commissioner Nick Gourlie also asked if there will be separate meetings if there is an advisory committee or if planning commission acts as the committee will the meetings overlap with regular meetings.

Mike Manning stated it is what the committee or planning commission wants, the first meeting is just a kickoff, and decisions can be made at this time. The timeline for the committee is about six to eight months. He said there could be a QR code put on an advertisement for the public to access the survey.

There was also discussion on whether the advisory committee should consist of city residents or whether they can live outside of town and if an advisory committee is formed, they can meet outside of planning meetings.

OPEN

PARK PLAN UPDATE

Commissioner Nick Gourlie stated there was discussion at the last meeting about removing any of the information from Title 19 and incorporating it into the parks plan.

After discussion planning commission agreed that none of Title 19 of the municipal code needs to be added to the park plan.

Commission Nick Gourlie stated keeping the park plan with the comp plan does not require it to be codified and changes can be made much easier.

Council Member Mike Weatherman stated the reason for Title 19 was part of the agreement with the City and Trousdell's.

There was discussion on whether Title 19 of the municipal code should be repealed. It was decided to do more research to find out if there is an existing park board.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie stated he does not have an update on the conditional use and there was discussion about lumping changes together. He then asked if the process is the same changing the code as it is to repeal the code.

Mike Manning stated he felt it could all be done in one action.

Planning Commission decided to go through the updates of the zoning matrix at the next meeting.

OPEN

STEVENS COUNTY COUNTY WIDE PLANNING MEETING

Commissioner Jody Emra stated the Stevens County County Wide Planning meeting of October 2nd was cancelled and the next meeting is scheduled for Thursday, October 23, 2025, from 2:00 p.m. to 3:30 p.m. She said she will be able to attend this meeting.

OPEN

PUBLIC COMMENT

Commissioner Jody Emra asked how everyone liked the new meeting schedule. She felt things will slow down during the winter, but the commission will be able to spend more time on one item if necessary.

All the members felt the earlier time with meetings twice a month is working out well, and they do not feel rushed when making decisions.

Commissioner Joe Owens stated he was contacted by someone to see if there was anything planning commission could do to remedy the situation about speeding on Old Kettle and Juniper by the four way stop. Joe also stated he plans to do a little homework too. He said the speed limit is lowered on Juniper by the school to 20 mph but was told people are still speeding on Old Kettle Road, they are also blowing right through the stop signs and launching when they take off.

Commissioner Jody Emra stated she has also noticed the speeding on Juniper by her house.

After further discussion, the consensus of planning commission was if speed traps would help, issue warnings and if there are habitual offenders issue traffic tickets.

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 6:59 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary