

**KETTLE FALLS PLANNING COMMISSION
MEETING MINUTES
OCTOBER 27, 2025**

CALL TO ORDER

Commissioner Jody Emra called the meeting to order at 5:58 p.m. Commissioner Jody Emra 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, Council Member Chris Shurrum and Mike Manning (SCJ Alliance) via video.

GUESTS

None.

ANNOUNCEMENTS AND MAIL RECEIVED

Secretary LeAnne Sanders asked if any commission member is interested in the Land Case Law Update webinar sponsored by Municipal Research and Services on December 11, 2025, from 1:00 p.m. to 2:30 p.m. Commissioner Joe Owens stated he is and asked if it would be here at City Hall. Secretary LeAnne Sanders will check with Clerk/Treasurer Raena Hallam and get the webinar arranged and let him know.

PUBLIC COMMENT

Commissioner Joe Owens asked if it is the responsibility of planning commissioner when going through the conditional use permit process for living quarters in a commercial zone to check if there is a current business license for the location. He also asked who is responsible for building and fire department issues.

Mike Manning, contract planner SCJ Alliance, stated the planning commission can put conditions on approval with a length of time for issues to be resolved, and licenses obtained.

Commissioner Nick Gourlie stated he is going to check the requirements for bathrooms in commercial businesses.

Commissioner Joe Owens also asked on the status of the Linton Annexation.

Mike Manning stated we are waiting for Washington State Office of Financial Management to approve it as they have not been able to locate the parcel on Stevens County's website.

MEETING MINUTES

REGULAR MINUTES OF OCTOBER 15, 2025, MEETING

Commissioner Nick Gourlie made a motion to approve the minutes of October 15, 2025. Commissioner Joe Owens seconded the motion. Commissioner Nick Gourlie – YES. Commissioner Joe Owens – YES.

CLOSED

NEW BUSINESS

As there was no New Business, planning commission moved on to Old Business

OLD BUSINESS

CLIMATE RESILIENCY PLAN UPDATE

Mike Manning, SCJ Alliance, stated the kickoff meeting for the Climate Resiliency Plan and Comprehensive Plan Update will be held during the November 10, 2025, meeting. Alicia Ayers, SCJ Alliance, will also be attending. Mike stated he will send the workbook for planning commission to review.

A flyer has been created giving time and date of the meeting and inviting interested community members to attend.

OPEN

PARK PLAN UPDATE

Commissioner Nick Gourlie stated he was unable to find out if the Park Board is still active due to the Secretary of State website being down. He stated research found the park board was disbanded and it became the duty of planning commission to act as the park board. He also stated he is not sure if the park plan that is attached to the comp plan needs to be codified.

There was discussion on whether the park plan should be codified and put in Title 19.

OPEN

ZONING UPDATE

Commissioner Nick Gourlie asked Planning Commission if they would like him to prepare the proposed changes for conditional use permits along with the text change in the planned development section for the city attorney and council to review.

Planning Commission stated they would like him to prepare the changes so they can move forward in reviewing the matrix.

Commissioner Nick Gourlie presented a draft zoning matrix with changes for planning commission to review. He also suggested they need to make sure all uses have been translated into the new matrix. He suggested reviewing it line by line, paying close attention to highlighted items.

Planning commission reviewed in detail the residential uses portion only of the matrix and made some revisions. Planning commission will review the rest of the matrix at upcoming meetings.

OPEN

STEVENS COUNTY COUNTY WIDE PLANNING MEETING

Commissioner Jody Emra stated she, Mayor Jesse Garrett, and Mike Manning (via computer) attended the Stevens County County Wide Planning meeting on October 23rd. She said there were technical errors with the computer, so there was not much to present but they did discuss in detail the population projections.

OPEN

PUBLIC COMMENT

No Public Comment at this time.

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 7:47 p.m.

Approved:

Jody Emra, Chairperson

Attest:

LeAnne Sanders, Secretary