



# Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



## Kelso Planning Commission

### Meeting Minutes

Tuesday, November 12, 2019

6:00 pm

**Commissioners Present:** Gary Schimmel, Daniel Graves, Star Garcia

**Commissioners Absent:** Ann Hight, Barbara Stephenson

**Staff Present:** Michael Kardas, Community Development Director  
Amber Jacobs, Department Assistant.

1 **Call to Order: 6:04 PM**

2 Chairman Schimmel called the meeting to order and roll call was taken.

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5 **Approve Minutes:**

6 Upon motion by Commissioner Garcia, seconded by Commissioner Graves. 'Approve the minutes of the October  
7 8, 2019, Regular Meeting'. Motion passed, all voting yes.

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10 **Citizen Business:**

11 None

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14 **Commission Business:**

15 Mr. Kardas proposed that in speaking with the city attorney and discussing with Chairman Schimmel regarding  
16 the changes to the Unified Development Code (UDC) and postpone a substantive discussion until the next  
17 meeting and take a slower schedule in making changes until the next meeting so that our city attorney and the  
18 other commissioners are present. He additionally proposed that we prioritize and identify the changes that we feel  
19 are important and make changes to those. He would like to bring the new planner on board and have them part of  
20 this code change process.

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22 Commissioner Graves commented that he agreed that it would be good to include the new planner in the code  
23 change process and slow down the schedule as well.

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25 Chairman Schimmel agreed. He asked if the Planning Commission should be driving these changes or if the  
26 commission should wait for the direction from the new planner or staff.

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28 Mr. Kardas asked that the Planning Commission take the lead in this case rather than staff. In some cases, staff  
29 can lead, but he would really like the commissioner's feedback. He asked that the commissioners look at the  
30 headings in the code to see if there are areas where you have experience or where you've had people tell you that  
31 there was problem with the process. He suggested that going forward when making changes to the UDC, rather  
32 than staff giving the commission a 150 page change to review, maybe it would be better to do in smaller sections;  
33 during the year address 2 or 3 items every month as a side bar and have a 20 minute public workshop every other  
34 month to discuss changes Then at the end of the year, review what changes are to be made from previous  
35 discussions and take a vote as to what to take to City Council.

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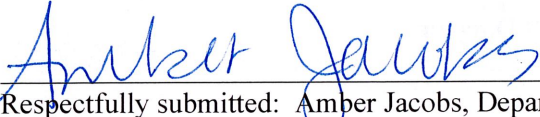
**Public Workshop:**

None

**Adjournment:**

**There being no further business, Commissioner Schimmel adjourned the meeting at 6:15 PM.**

  
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Gary Schimmel, Planning Commission Chair

  
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Respectfully submitted: Amber Jacobs, Department Assistant