



Kelso Planning Commission Agenda

Meeting at 7:00 p.m.

Tuesday, January 8, 2013

203 South Pacific Ave., City Hall Council Chambers

Agenda	Approved/ Denied	Remarks
<p>Timed Items: 7:00 p.m.</p> <ol style="list-style-type: none"> 1. Call to order 2. Roll Call 		
<p>Action Items:</p> <ol style="list-style-type: none"> 1. Approve November 13, 2012 Meeting Minutes 		
<p>Presentation:</p> <ol style="list-style-type: none"> 1. Shoreline Master Program (SMP) Update Regulatory Approach Options presented by Parametrix 		
<p>Business:</p> <ol style="list-style-type: none"> 1. Introduction of newly appointed Planning Commissioner Clark Hislop 2. Planning Commission Meeting Time Discussion 3. Zoning Code <ol style="list-style-type: none"> a. Upcoming Modifications/Revisions Discussion b. Cottage Housing Discussion 4. EPA Grant Application Update 5. Nuisance Abatement Position Update 		
<p>Adjournment:</p> <p>Next Meeting February 12, 2013 at 7:00 p.m.</p>		

City of Kelso Community Development Department (360) 423-9922



Kelso Planning Commission Meeting Minutes
Tuesday, November 13, 2012
7:02pm – 8:26pm

Members Present: Dan Jones, Patricia VanRollins, Toby Tabor, James Webb, Rick VonRock, Jared Wade

Members Absent: Position 1 Vacant

Staff Present: Nancy Malone, Community Development Manager; Stephanie Helem, Recording Secretary

Call to Order:

Vice-Chair Patricia VanRollins called the meeting to order at 7:02 pm

Minutes:

Commissioner VanRollins made the motion, seconded by Commissioner Wade to approve the minutes of October 9, 2012. Motion carried, all in favor.

Presentation:

Shoreline Master Program (SMP) Update Visioning Overview (PowerPoint) presented by Parametrix, David Sherrard, Project Manager and Jennifer Hughes, Planner. Parametrix is the consulting firm retained by the City of Kelso together with Cowlitz County, and the cities of Kalama, Woodland and Castle Rock to help develop the Shoreline Master Programs. Steve Harvey with Cowlitz Wahkiakum Council of Governments was introduced as the person who brought the entities together for the SMP update. Jennifer Hughes, the Parametrix planner will be working primarily with the City of Kelso. Each jurisdiction will have its own SMP uniquely crafted to meet the city's needs and reflect character of the community and desires of its citizens. David Sherrard gave a brief overview of the schedule, what Shoreline Management Act is, what the jurisdiction is, and the shoreline inventory (a copy of a CD was provided to the Planning Commission). The timeline for the adoption process is approximately one year; formal public hearings, council approval, with the Department of Ecology being the final approval for all local SMPs. Jennifer Hughes gave a brief overview of the process, governing principles, structure of the SMP and constitutional issues. This was followed by a series of questions as listed in the PowerPoint presentation. Discussion followed.

Citizen Comments: Owner of Columbia River Carbonates located at 300 N. Pekin Road in Woodland, WA 98636, gave background information on his company and how the shoreline affects his business. He was encouraged to attend the Woodland Planning Commission Meeting as his property was outside the city limits of Kelso.

Business:

- 1. Introduction of newly appointed Planning Commissioner – James Webb.** Graduated from Kelso High. He came back to the Kelso after the Marine Corps. He has been involved in local politics. He currently works in sales with a large motor repair company based out of Portland, Oregon. He was welcomed by the commission.
- 2. Appoint Commission Chair.**
MOTION: Motion was made by Commissioner VonRock and seconded by Commissioner Wade to nominate Patricia VanRollins as the Commission Chair. Motion carried. All in favor.

3. **Appoint Commission Vice Chair.**

MOTION: Motion was made by Commissioner VanRollins and seconded by Commissioner Jones to nominate Rick VonRock as the Commission Vice-Chair. Motion carried. All in favor.

4. **Brownfield Grant Update – 1124 N. Pacific Avenue.** Nancy Malone

The city is working with Maul Foster Alongi on completing the application for an EPA Brownfield grant to remove the contaminated soil from the old auto salvage yard at 1124 N Pacific Avenue and the redevelopment of the site. If the grant is approved a Request for Proposals will be put out to see which consultant firm/agency will work with the city to implement grant. Grant deadline is November 19, 2012. Grant funds range from \$200,000 to \$400,000.

Commissioner Webb asked what is the city's vision for this site? The city is working with CAP and Maul Foster Alongi for possible cottage housing. Cottage housing language would need to be added to the code. Discussion followed.

5. **Downtown Design Guidelines.** Nancy Malone

Nancy wanted to share that at last month's planning commission meeting paint colors were discussed to meet the downtown design theme of traditional western turn of the century. At that time it was decided in order to get the downtown spruced up applicants would not have to go through the downtown design review to paint their building. Since then two people have come into the city to pick from the designated colors and they seemed pleased.

6. **Neighborhood Stabilization Program.** Nancy Malone

1504 N 2nd Ave. – This was a blighted property. The house was removed. Property was deeded to Habitat for Humanity. Family has purchased the house.

7. **Nuisance Abatement.** Nancy Malone

- a. 404 Burcham St. – House is at the top of the hill. By slide. There was a storm drain covered with leaves and eventually the water ran over and part of deck was sliding. House was vacated because it was condemned. Has taken at least a year to get the house boarded up. City has been working with the bank to try to get house demoed.
- b. Nuisance Abatement position term was extended through the end of the year. Nancy is hopeful, dependent on budget, position will continue thorough 2013 on a part-time basis.

Commissioner VonRock wished everyone a Happy Thanksgiving.

Adjournment:

There being no further business, Commissioner VanRollins motioned to adjourn and Commissioner VonRock seconded to adjourn at 8:26pm.

Patricia VanRollins, Planning Commission Chair

Respectfully submitted:
Stephanie L. Helem, Recording Secretary