



# Community Development Department

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



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## Kelso Planning Commission

### Meeting Minutes

Tuesday, March 8, 2022

6:00 pm

**Commissioners Present:** Tim Watson, Richard McCaine, Barbara Stephenson, Ann Hight,

**Commissioners Absent:** Daniel Graves

Michael Kardas, Community Development Director  
Mike Murray, Building & Planning Services Manager

**Staff Present:** Janean Parker, City of Kelso Attorney  
Amber Jacobs, Department Assistant

**Community Present:** None

1 **Call to Order: 6:00 PM**

2 Vice-Chairman Ann Hight called the meeting to order and roll call was taken.

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4 **Approve Minutes:**

5 Upon motion by Commissioner Stephenson, seconded by Commissioner McCaine. 'Approve the minutes of the  
6 September 14, 2021, Regular Meeting'. Motion passed, all voting yes.

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8 **Citizen Business:**

9 None

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11 **Commission Business:**

12 Mr. Kardas introduced Mike Murray, the Building and Planning Services Manager who joined the City of Kelso  
13 in December.

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15 He then introduced two newly appointed Planning Commissioners, Richard McCaine and Tim Watson. They  
16 were interviewed by staff and recommended to council and then appointed by City Council to the Planning  
17 Commission.

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19 Vice-Chairman Ann Hight then asked for nominations for Chairman and Vice-Chair of the Planning Commission.  
20 Commissioner Stephenson nominated Commissioner Hight for Chairman. There were no other nominations. All  
21 voted yes, electing Ann Hight as Chairman of the Planning Commission.

22 Commissioner Watson then nominated Commissioner Barbara Stephenson for Vice-Chairman. There were no  
23 other nominations. All voted yes, electing Barbara Stephenson as Vice-Chairman of the Planning Commission.

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25 Janean Parker presented training to commissioners and staff on Open Government Trainings Act Compliance:  
26 Open Public Meetings, Public Records and Record retention which is required every four years for the  
27 commissioners and staff.

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30 **Adjournment:**

31 **There being no further business, Commissioner Hight adjourned the meeting at 7:02 PM.**

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*Ann Hight*

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Ann Hight, Planning Commission Chair

*Amber Jacobs*

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Respectfully submitted: Amber Jacobs, Department Assistant