



# City of Kalama

Incorporated 1890



## STAFF MEMORANDUM

**Date:** April 10, 2015  
**To:** Kalama City Council  
**From:** Matt Buchanan, City Planner  
**Re:** Comprehensive Plan Update

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### PURPOSE

The purpose of this memo is to provide the City Council with an overview of the City of Kalama's Comprehensive Plan, and present information about the plan's update process currently being undertaken by staff and the Planning Commission. A City's Comprehensive Plan sets the framework for the physical development of a community and guides the decisions made by the City Council, Planning Commission, and staff when developing policy, or reviewing development applications.

### BACKGROUND

Kalama's current Comprehensive Plan was adopted in 2005 (Exhibit A) with a 20-year planning horizon. Having reached the half-way point of the plan's scope, it is appropriate to make necessary updates to ensure the document remains useful and aligned with the community's current goals and vision for the next 20 years. The steady growth in Kalama's population and geographic area since 2005 further warrants the need for an update to this influential document.

### 2015 UPDATE PROCESS

Staff introduced the topic of the 2015 plan update to Planning Commission at their March meeting. Commissioners Phil Fortuna, Patrick Harbison, and Don Mathison agreed to serve on a small committee to provide additional guidance to planning staff between meetings. At their April meeting, the Planning Commission provided guidance to staff for the Urban Growth Boundary (UGB) update. The new UGB will establish the study area for the 2015 Comprehensive Plan. In the coming weeks, staff will present the City Council with Planning Commission's recommendations for the revised UGB.

In the next few months, staff will be conducting a land use analysis and examining population, demographics, and other existing conditions. This information will be

presented to Planning Commission and City Council, and used to revise the plan's goals and policies.

This summer, a public outreach effort will be undertaken to gather input for a community vision. A visual preference survey will be used to help develop this vision. Residents will be presented with photographs of various forms of development. They will be asked to choose which images express their vision for the community. The results from this survey will guide staff while updating the Comprehensive Plan's goals and policies. Examples of possible images to be used in this survey are attached as Exhibit B.

The final phase of the update will occur this fall, with staff writing the plan and Planning Commission reviewing drafts. The goal will be to have the plan adopted by City Council this December.

### **CONCLUSION**

City Council members are encouraged to join Planning Commission members on the Comprehensive Plan Committee to provide staff with additional guidance throughout this update process. Guidance will be sought primarily over email or possibly by phone. Committee meetings may occur if they become necessary. Staff also plans to give regular updates to City Council throughout the process and seek guidance.

### **EXHIBITS**

- A. City of Kalama 2005 Comprehensive Plan
- B. Visual preference survey image examples

cc:

Adam Smee, City Administrator  
Kelly Rasmussen, Public Works Superintendent  
Coni McMaster, Clerk/Treasurer