

# City of Kalama Planning Commission Meeting

DATE: November 12, 2015

TIME: 6:00 p.m.

OPENING: Call to Order

MINUTES: August 13, 2015

## PUBLIC HEARING:

1. Spencer Creek Business Park Master Plan

## PRESENTATION:

1. None

## UNFINISHED BUSINESS:

1. None

## NEW BUSINESS:

1. None

## STAFF REPORTS:

1. None

## ADJOURNMENT

Upcoming meetings  
December 10, 2015

# CITY OF KALAMA

# SIGN - IN SHEET

MEETING Planning Commission

DATE November 12, 2015

Do you wish  
to speak? On What SUBJECT

NAME	ADDRESS	EMAIL	Do you wish to speak?	On What SUBJECT
BEN PURVIS	KLTV			
Eric Yekovich	110 W Marine Dr		✓	Business Park
Valerie Uskoski	400 E Mill Rain Blvd #401	vuskoski@mautostek.com	✓	Business Park
Tatiana Beets	110 W Marine Dr	thead@firstkalamaco.com		Business Park
Michelle McBrien	1157 3rd Ave Longview	michelle@elo-land.com		
Loren Standley	2601 25th St SE SEAS, Salem, OR 97302	lmaclene@westconsultants.com		Business Park
Leah Pyle	400 E Mill Rain Blvd WA #400	EPyle@maulfooster.com		Business Park
Tuwan Nielson	PO Box 1832, Kal.	tarymore@kalamaco.com	NO	Bus. Park
Debra & Paul Mabley	117 Kalama River Rd. Kalama WA	pmabley@kalamaco.com		Business Park
Elizabeth Auld	521 SW 4th Ave Suite 400	Bartkewich@97204	✓	Business Park
Mark Person				
macKenzie				

Please sign in for the record. Signing in does not mean you must speak but to address the Commission you must sign in for the record. When recognized please state your name and address. Your comment could be subject to a time limit at the discretion of the Chairperson. Please speak clearly enough for the tape to pick up your voice or step closer to the Commission Desk. Thank you.

**CITY OF KALAMA  
PLANNING COMMISSION  
NOVEMBER 12, 2015**

**OPENING**

Chairperson Patrick Harbison opened the meeting at 6:05 p.m. Commissioners present were Jim Hendrickson, Phil Fortuna, Don Mathison, Dan Ohall and Kim Sullivan. Staff present was: City Administrator Adam Smee and Secretary Susan Junnikkala. City Planner Matt Buchanan was absent. Members of the audience are listed on the sign-in sheet.

**MINUTES**

Chairperson Harbison asked the Commission if they have reviewed the minutes of August 13, 2015. Commissioner Fortuna made a motion to approve the minutes of August 13, 2015 with some minor corrections. Commissioner Mathison seconded the motion and the minutes passed with all in favor.

**PUBLIC HEARINGS**

**1. Spencer Creek Business Park Master Plan.**

Chairperson Harbison opened the Public Hearing at 6:15 p.m. Chairperson turned the floor over to Mark Person of Mackenzie Group.

Mr. Person did a review of the staff report for the master plan. On June 16, 2015 the City received application materials for the development of Spencer Creek Business Park. The Port of Kalama proposes to construct the Spencer Creek Business Park through the master plan process. The development will include multiple phases and sub-zones as shown on the application materials. A commercial, business, and industrial area are proposed. No residential is proposed as part of this development. The development site consists of 18 tax parcels.

The General Conditions are:

1. This approval is valid for ten years from the date of the decision. If construction has not started within ten years of this decision, the approval will be void unless extensions are requested under 17.25.165.
2. The proposed development shall comply with the applicable sections of the KMC, SEPA, State, and Federal Regulations.
3. Any amendment to this master plan shall be processed in accordance with KMC 17.25.030 for either minor or major modifications.

**Prior to Construction**

4. The applicant shall submit engineering construction drawings to the city public works for all public utility and roadway improvements per KMC 17.25.130.

5. Engineering construction drawings and development shall be in compliance with the SEPA Determination's required mitigation measures and Department of Ecology's letter dated October 16, 2015.

6. A final landscape plan shall be submitted and approved by Kalama in accordance with KMC 17.25.070.C.3.

7. Prior to construction, building plans and final engineering plans for each phase and/or structure will be submitted for review and approval by the City Department of Building and Planning. Any proposed changes or modifications to these plans and specifications, including those required by other agencies, shall require additional regulatory review and approval by the Planning Commission per KMC 17.25.030.

8. Proposed development shall comply with the Mixed use site design standards of KMC 17.25.040 for all Sub-zones and Transition Overlay Areas. Development shall be consistent with the application materials submitted by Port of Kalama in master plan application dated June 12, 2015 and subsequent supplemental information. The applicant shall demonstrate compliance through the identification of required elements on building plans and associated narratives. All development must be reviewed by the city administrator, or designee, using the evaluation criteria of this section as part of the building permit review process.

9. The applicant shall demonstrate on future phasing plans with either narrative or exhibits that frontage on a dedicated right of way will be limited to no more than twenty-five percent of the frontage length for residential and commercial sub-zones and no more than fifty percent in the business sub-zone. There is no limit on parking frontage on streets within the industrial sub-zone.

10. Pedestrian crossings of roadways shall be clearly identified by striping, signage, elevation changes, or a combination thereof on the applicant's engineering submittal.

11. An evaluation of the potential groundwater level below the bioretention areas is required. The site fill shall provide adequate separation of the bioretention areas from groundwater levels. Documentation demonstrating this separation shall be submitted and reviewed by Kalama prior to construction.

12. The applicant shall provide the design infiltration rate of the native soil (or sand) subgrade used in modeling the proposed biofiltration cells and show that facilities are sized correctly.

13. The proposed development shall meet the applicable Minimum Requirements (MR), which, for this project, are MRs #1 - #11 according to the 1992 Stormwater Management Manual for the Puget Sound Basin. The Stormwater Plan shall describe how each of the MRs will be addressed.

14. A Large Parcel Erosion and Sediment Control Plan shall be submitted to Kalama and approved in accordance with MR #1.

15. The applicant shall provide the boundaries of each basin inputted to HydroCAD and the corresponding bioretention areas serving each basin for each phase showing compliance with Kalama Municipal Code Title 12.

16. The applicant shall indicate how runoff from the pavement or roofs will enter the bioretention cells (curb cuts, piping, etc.) for each phase of development.

17. The interconnectivity between the bioretention areas for emergency overflow conditions shall be shown as described in the narrative for each phase of development.

18. The bioretention areas that will require underdrains (which areas of the site have inadequate native infiltration rates) shall be indicated and details provided to show how they will discharge to other bioretention areas for infiltration for each phase of development.

19. Due to the nature of the development, the Kalama River Road and Old Pacific Highway improvements shall be completed prior to or in conjunction with the first phase of the project.

20. Detailed engineering plans shall to be submitted for review and approval prior to any utility or road work on site. Plans shall comply with the City's Development Guidelines and Public Works Standards. Specific items that should be addressed on the plans include: a. Easements shall be provided for all City-owned utility lines located outside the public right-of-way.

b. At the east end of the development, the water main shall be looped back to Kalama River Road to eliminate a dead end.

21. The applicant shall obtain a right-of-way permit for any work (including construction signage) within Cowlitz County right-of-way.

22. The applicant shall obtain a right-of-way permit for any work within the City of Kalama right-of-way.

23. All construction shall be completed in accordance with the approved plans and the City of Kalama Development Guidelines and Public Works Standards.

24. Since the development will disturb more than one (1) acre, the applicant shall obtain coverage under the Department of Ecology Construction Stormwater NPDES Permit.

25. Unless permitted, no fill shall be placed within the floodway per the development plans and in conformance with KMC 14.16.

26. The applicant shall obtain approval from the City for the Stormwater Site Plan Report and Plans for the stormwater management facilities.

27. The applicant shall comply with the requirements and standards listed in the October 16, 2015 letter from State of Washington, Department of Ecology.

28. Fire flow will be determined on a case by case basis depending on the individual building size and type of construction in accordance with IFC Appendix B.

29. Fire Hydrants shall be installed in accordance with IFC Appendix C.

30. Perimeter access for all buildings will be in accordance with City of Kalama and the IFC Appendix D.

### **During Construction**

31. Grading and erosion control shall be performed in compliance with Kalama Development Guidelines, Public Works Standards and approved plans.

32. Proper erosion control measures shall be installed prior to any clearing, grading, or construction activities. These control measures shall be effective to prevent stormwater runoff from carrying soil and other pollutants into surface water or storm drains that lead to waters of the state. Sand, silt, clay particles, and soil will damage aquatic habitat and are considered to be pollutants. Erosion control structures or devices shall be regularly maintained and inspected to ensure their proper functioning throughout project construction.

33. The applicant shall adhere to all requirements and recommendations listed in the Geotechnical and Environmental Report, prepared by Columbia West Engineering, Inc., dated January 8, 2015 or as updated and approved by City of Kalama.

34. If any cultural or historical resources are discovered during construction activity, construction shall cease until a qualified archaeologist assesses the find. The applicant will contact all applicable authorities, including the Washington State Department of Archaeology and Historic Preservation (DAHP).

### **Prior to Occupancy**

35. The applicant shall provide public facilities and services including access, drainage, water and sanitary sewer per the Kalama Development Guidelines and Public Works Standards. Public utilities shall be placed in the public right-of-way or an approved easement.

36. The applicant shall dedicate 10 feet of right-of-way along the project's frontage of Old Pacific Highway where the development fronts only one side and 20 feet of right-of-way along the project's frontage of Old Pacific Highway where the development fronts both sides. A minimum of a 60 foot right-of-way shall be provided as shown on the Street and Stormwater Plan Sheet (C4.0).

37. The applicant shall dedicate 20 feet of right-of-way on the north side of Kalama River Road along the project's frontage. A minimum of a 60 foot right-of-way shall be provided as shown on the Street and Stormwater Plan Sheet (C4.0).

38. The applicant has provided a letter dated June 12, 2015 of intended uses for the proposed buildings in order to justify expected occupancy is below IFC threshold

requiring buildings to have fire sprinklers. All future buildings and uses shall comply with IFC standards. Proposed uses outside of those proposed will need to be approved by City of Kalama.

39. Replace and mitigate for impacted white oak woodland and replace at a ratio of 4:1 per the mitigation plan prepared by Ecological Land Services, Inc., dated June 12, 2015.

40. Enhance Kress Lake Buffer per the mitigation plan prepared by Ecological Land Services, Inc., dated June 12, 2015.

41. After completion of the landscape and irrigation systems, a letter shall be submitted by a licensed landscape architect, or other qualified professional as accepted by the city administrator, stating that the landscape requirements have been installed in compliance with the approved final landscape plan.

### **Following Construction**

42. The applicant shall complete white oak monitoring and maintenance annually for five years per the mitigation plan prepared by Ecological Land Services, Inc., dated June 12, 2015, consistent with 15.02.170. Survival of planted trees and shrubs will achieve 100 percent survival after the first year and will achieve 80 percent survival each year monitored thereafter.

43. The applicant shall maintain the landscaping and provide for performance assurance in accordance with KMC 17.25.070.D.10 and 11.

Chairperson Harbison asked if there were any comments from the audience. There were none.

Chairperson Harbison asked the Commission if they had any comments.

Commissioner Fortuna asked about Kress Lake and if it is a body of the state. Mr. Person stated that it is not. Also he asked if a big box store will be going in. Administrator Smee said that could be a possibility but there is a 30 mile radius for those kind of stores.

Commissioner Mathison asked if the City will be able to police the area. Administrator Smee informed Commissioner Mathison this development will increase the need for more policing and the City should receive monies for services. Commissioner Mathison also commented on the quality of the work that was done.

Chairperson Harbison closed the public hearing at 7:00 p.m.

Chairperson Harbison asked for a motion from the Commission. Commissioner Mathison made a motion for this Master Plan be moved to the City Council for final approval. Commissioner Fortuna seconded the motion and the motion passed with all in favor.

**UNFINISHED BUSINESS –**

1. None

**NEW BUSINESS –**

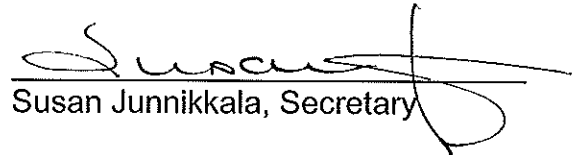
1. None

**STAFF REPORTS –**

1. None

**ADJOURNMENT**

Chairperson Harbison adjourned the meeting at approximately 7:30 p.m. These minutes are not verbatim. They are a general overview of what took place. An audio tape or video may be made available for listening upon request at City Hall during normal business hours.

  
Susan Junnikkala, Secretary