

CITY OF KALAMA PLANNING COMMISSION AGENDA

320 North First Street, Kalama

DATE: September 13, 2018

TIME: 6:00 P.M.

OPENING: Call to Order

MINUTES: July 12, 2018
August 8, 2018

PUBLIC HEARING:

1. None

NEW BUSINESS:

1. New Subdivision Process

UNFINISHED BUSINESS:

1. Economic Development Code Review

STAFF REPORTS:

1. None

ADJOURNMENT

UPCOMING MEETINGS

Next Meeting will be on October 11, 2018

CITY OF KALAMA

SIGN - IN SHEET

MEETING Planning Commission

DATE September 13, 2018

Do you wish
to speak? On What SUBJECT

NAME	ADDRESS	EMAIL	Do you wish to speak?	On What SUBJECT

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
SEPTEMBER 13, 2018**

OPENING

Chairperson Phil Fortuna opened the meeting at 6:00 p.m. Commissioners present were Susan Langham, Joy Greenberg, Craig Frkovich, Lynn Hughes and Dan Ohall. Commissioner Patrick Harbison was absent. Staff present was: City Planner John Floyd of McKenzie, Secretary Susan Junnikkala and City Administrator Adam Smeed and Public Works Director Kelly Rasmussen. Members of the audience are listed on the sign-in sheet.

MINUTES

Chairperson Fortuna asked for a motion for the approval of the minutes. Commissioner Langham made a motion to approve the minutes of July 12, 2018. Commissioner Hughes seconded the motion and it passed with all in favor.

Commissioner Hughes made a motion to approve the minutes of August 8, 2018 as presented. Commissioner Langham seconded the motion and the motion passed with all in favor.

PUBLIC HEARINGS – None

NEW BUSINESS

1. Subdivision Process

Chairperson Fortuna asked Planner Floyd to lead the discussion on this issue. Planner Floyd explained to the Commission that currently there are three subdivision applications under review and there may be one that will be coming in October for a public hearing. Planner Floyd stated that as most of the Commission members are new he will give a brief overview of their responsibility. The process per the Kalama Municipal Code is:

- A. Required Recommendations. Before any preliminary plat is scheduled for a public meeting before the city council, the following recommendations for disapproval or approval shall be filed with the planning commission secretary:
 1. Local health department or other agency approving septic sewage disposal and supplying water as to the adequacy of the proposed means of sewage disposal and water supply, if applicable;
 2. Kalama planning commission recommendation as to compliance with all terms of preliminary approval as set forth in KMC, including those design standards and improvements set forth in KMC Chapter 16.10;
 3. City engineer;
 4. Director of public works' recommendation as to compliance with all applicable public works standards, and sewer and water concurrency and facilities construction;
 5. City fire marshal or fire district representative;

6. City parks and recreation committee, as needed; and
 7. City planner.
- B. **Written Findings Required.** During the public hearing on the preliminary plat, the city shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and any dedications proposed. The proposed subdivision and/or dedications shall not be approved/accepted or recommended for approval/acceptance unless the planning commission and/or city council makes written findings that:
1. Appropriate provisions are made for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school;
 2. The public use and interest will be served by the platting of such subdivision and dedication; and
 3. That the proposed subdivision is in conformity with any applicable zoning ordinance, comprehensive plan or other existing land use controls including RCW 58.17.
- C. **Dedications.**
1. An offer of dedication may include a waiver of right of direct access to any street from any property, and if the dedication is accepted, any such waiver is effective.

The city may require such waiver as a condition of approval.

2. Roads not dedicated to the public must be clearly marked on the face of the plat.
 3. Any dedication, donation or grant as shown on the face of the plat shall be considered for all intents and purposes as a quitclaim deed to the said done(s) grantee(s) for his/her/their use for the purpose intended by the grantor(s) or donor(s).
 4. If the plat is subject to a dedication, a certificate or separate written instrument shall contain the dedication of all streets and other areas to the public, any individuals, religious societies or corporation (public or private), as shown on the plat, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. Said certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided and recorded as part of the final plat.
 5. Dedication of land to any public body, provision of public improvements to serve the subdivision may be required as a condition of subdivision approval.
- D. **Flood, Inundation or Swamp Conditions.** A proposed subdivision may be disapproved because of flood, inundation or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved covering any land situated in a flood control zone as provided in Chapter 86.16 RCW without the prior written approval of the State Department of Ecology.
- E. **Conditions of Approval.** The commission and council may attach those conditions to an approval or recommendation for approval as deemed necessary to promote the public interest, safety, health and welfare, except as prohibited in this chapter or other law. The commission may recommend and the council may require that conditions of approval be listed on the face of the final plat.

Planner Floyd also informed the Commission that a staff report will be provided to the Commission with a recommendation to either approve or deny the application. Once the Commission approves the application it will go onto the Council for review for acceptance.

Chairperson Fortuna asked if a member of the Commission disagreed with the application as an individual could they use that as a reason to deny the application? Planner Floyd informed the Commission that their responsibility as a Commission is to

look at the application solely in terms of if it meets the requirements of the code. Also, Chairperson Fortuna asked if a Commission member should disagree with a staff recommendation that is made can they voice their disagreement? Planner Floyd stated that yes, they can and it will be discussed.

Commissioner Ohall asked how long is the process for a subdivision public hearing. Secretary Junnikkala informed the Commission that when a subdivision application goes to the Commission all the requirements have been reviewed by staff and the City Planner making sure all of the code requirements have been met. Usually the public hearing process is done in one meeting.

UNFINISHED BUSINESS

1. ECONOMIC DEVELOPMENT CODE REVIEW

Chairperson Fortuna asked Planner Floyd to give a background and then present the follow up items discussed at the August meeting. Planner Floyd stated he will give a brief overview since there is a new Commission member and then present the new amendments.

BACKGROUND

The Planning Commission previously discussed maker firms on July 12, and provided feedback and direction on whether and how to permit these types of businesses within the C-1 (Central Business District) Zone. This feedback included:

- Focus on the ability of cooperative maker spaces to provide community spaces.
- Structure the amendments as a new and distinct section and separate land use category that would be easy to repeal, if necessary.

As discussed in greater detail below, draft text amendments have been crafted with this feedback in mind.

MAKER/ PRODUCTION USES IN DOWNTOWN KALAMA

As discussed at previous meetings, permitting "maker" or "storefront production" was identified as a complimentary planning effort to stimulate redevelopment and activity in the downtown area.¹ As there is a new Planning Commissioner, the following background information is being shared again to provide a common base of knowledge.

Maker firms are artisan enterprises that manufacture and sell specialty goods on a small-scale using hand tools or small-scale, light mechanical equipment. They are ideal economic targets for small cities because they are generally smaller in scale, improve the community's "brand", and can grow into more established businesses over time. Examples of maker/storefront uses include:

- Craft breweries, wineries, and distilleries
- Bakeries, specialty foods, and coffee roasting
- Apparel, Jewelry, and custom sports equipment (e.g. bicycles and surfboards)
- Art and furniture

Over the last few decades, the internet has removed barriers for makers to locate in areas where quality of life and lower overhead costs can supersede access to markets. By offering their goods in a local

storefront, such businesses may also serve as an “amenity” for local residents and businesses, and a broader promotional role by raising awareness of Kalama and drawing new or repeat visitors.

The small scales of these businesses may also a good match for the existing buildings stock within downtown Kalama. As documented in the Downtown Revitalization Study, only 4 buildings within the study area are above 20,000 square feet in size. The remaining 42 averaged just 5,300 square feet in size, many of which are underutilized.² Out the buildings examined, the Old Fairgrounds site was found to be an ideal candidate for a small scale “makerspace” building due to its large size, easy conversion, and high visibility from both Interstate 5 and N. 1st Street.³ However, existing zoning requirements are limiting the establishment of such a use in the Central Business District.

Like many new sectors of the economy, traditional zoning code language can often prohibit or hinder the establishment of new businesses that were not anticipated when the code was written. In this case, small scale artisan manufacturers are being lumped together with larger industrial activity. Presently, the Central Business District Zone allows some, but not all uses that are often found in “maker” spaces. For example, bakeries and custom arts and crafts are permitted, whereas light industrial production facilities are not. Similarly, some uses such as food processing require a conditional use permit, which may not be appropriate for a small operation working out of a storefront location.

MAKER SPACE CODE AMENDMENTS

Draft text amendments to the Kalama Zoning Code are attached for the Planning Commission’s review. Proposed changes are marked in red font and underlined. Summary points are listed below:

- A new section would be created within Chapter 17.26 (Commercial Zoning) to allow and control two types of land uses:
 - Makerspace buildings containing multiple maker firms and designed to promote manufacturing, retail, and community.
 - Maker firms operating as an accessory use to a permitted commercial use.
- The new section would include new standards to ensure the use remains consistent with the City’s goals of for the Central Business District, including the redevelopment of vacant or underutilized sites into pedestrian friendly retail and community gathering spaces that enhance the livability and economic competitiveness of the district. These include:
 - Requiring goods produced on site to be sold on-site, through retail or eating and drinking space as appropriate.
 - Setting minimum requirements for the amount of retail or food service on site, to ensure the sales aspect remains a principal part of the site.
 - Setting minimum parking requirements
 - Controls on odors and dust.
- The existing use table in KMC 17.60.020 already lists several use types that in some or all circumstances could meet the definition of a maker firm. These include uses such as “Bakery” (permitted), “custom arts and craft work” (permitted), “Food Processing” (conditionally permitted), and “Brewpubs” (conditionally permitted). No change is proposed to these categories, though firms meeting the standards for maker firms could opt into the proposed standards.

- Several uses currently prohibited in the zone would be permitted, provided they met standards for on-site sales and other requirements of the proposed standards. These uses include:
 - Blacksmith
 - Light industrial manufacturing
 - Furniture and fixtures manufacture and assembly

Planner Floyd explained to the Commission that the information provided below is the new section that will be added to the KMC chapter 17 for "Maker Space".

17.26.080 – Industrial Uses Incidental and Essential to On-Site Commercial Uses in the Central Business District

- A. Purpose: This section establishes use and design standards for the development and operation of maker firms and makerspaces within the C-1: Central Business District. Maker firms are small scale businesses that manufacture, produce, or process and sell artisan or specialty goods direct to the end user. Examples of maker firms include businesses such as craft breweries, distilleries, specialty food processing, coffee roasting, apparel, jewelry, custom recreational equipment, art, and furniture. Makerspaces combine one or more maker firms with retail and/or food service space to sell products created on site, and provide member firms with the ability to design and create together in a collaborative environment.
- B. Makerspace Buildings: Makerspace buildings are a permitted use in the C-1: Central Business District provided the following standards are met:
 1. Building areas dedicated to manufacturing, production, and processing shall be within the same structure or on the same site as a structure containing a permitted commercial use providing on-site sales directly to the public, such as a retail use or food service establishment;
 2. Goods produced by maker firms shall be sold out of the permitted commercial use, which is the storefront for such sale;
 3. At least 25% of total floor area must be dedicated to commercial uses;
 4. Space devoted manufacturing, production, and processing may be converted to retail and/or food and beverage service during peak hours and used as makerspace during off peak hours, provided the minimum percentage specified in 17.26.080.B.3 is met at all time; and
 5. The use is located on a site North of Geranium Street.
- C. Accessory uses: Maker firms may operate as an accessory use to a permitted commercial use within the C-1: Central Business District, provided the following standards are met:
 1. The accessory use may occupy a maximum 25 percent of the floor area of a primary commercial use providing on-site sales directly to the public, such as a retail or food service; and
 2. Goods produced by maker firms shall be sold out of the permitted commercial use, which is the storefront for such sale;
 3. The accessory space may be converted to retail or food and beverage service during peak business hours, and used by the maker firm for manufacturing, production, and processing during off-peak hours.
- D. Development Standards: All primary and accessory uses authorized under this section shall comply with the standards below:

1. Parking for maker firms shall be calculated at the office rate set forth in 17.44.020, all other uses are subject to the parking requirements of Chapter 17.44.
2. There shall be no emission of odorous, toxic, noxious matter, or dust in such quantities as to be readily detectable at any point along or outside property lines so as to produce a public nuisance or hazard.

Chairperson Fortuna stated that "Maker Space" should be added to the definition section.

Commissioner Frkovich ask for an explanation to the difference between B3 and C1. Chairperson Fortuna gave an example. One being an example of B3, if you were to take the old fairgrounds and if it had ten (10) different commercial business that are allowed. The fairgrounds site would then have to have at least 25% of total floor area dedicated to commercial uses.

As an example of C1, if an existing drug store wants to allow a commercial use to come into their store and sell something that is different from their product they can only use at most 25% of that floor area to make and sell that product.

Planner Floyd did inform the Commission that there will be some overlap with the usage table. Also, he will try and make B3 and C1 a little clearer to understand.

Chairperson Fortuna asked the Commission if they are ok with this section and at the next meeting they can discuss height limitation in the central downtown. The consensus of the Commission was they were ok with the changes and adding the wording for "Maker Space".

Planner Floyd informed the Commission that in the economic development plan it refers to the height limitation in the Central Business district. Kalama may be less desirable for new businesses than it could be if buildings in the CBD were permitted to be taller to take advantage of river views.

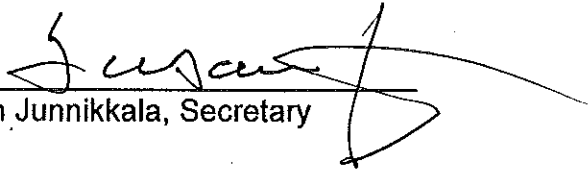
The Commission discussed maybe only allowing height increase in the north section of town.

Planner Floyd stated that at the next meeting he will have the final wording for "Maker Space" and draft code for building height in the central business district.

STAFF REPORTS - None

ADJOURNMENT

Chairperson Fortuna 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