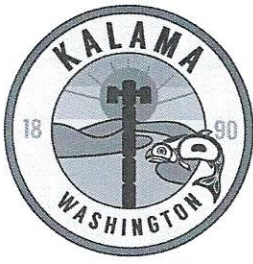


City of Kalama City Council Agenda February 6, 2020 @ 7 pm

1. **OPENING** - Mayor Mike Reuter
 - A. Flag Salute
 - B. Roll Call
 - C. Changes to the Agenda
2. **PRESENTATIONS & AWARDS**
3. **PUBLIC HEARINGS**
 - A. N. First Street Right-of-Way Vacation
4. **UNFINISHED BUSINESS**
 - A. Site Plan Review Code – Recommendation from Planning Commission
 - B. Guffey Annexation – Letter from BRB – Final Action to Adopt Ordinance
 - C. Parameters for Upcoming Town Hall/Workshop
5. **NEW BUSINESS**
6. **ORDINANCES & RESOLUTIONS**
 - A. Ordinance No. 1432 Street Vacation – N. First Street Right-of-Way
 - B. Ordinance No. 1433 Amendments to Chapter 17 Zoning
 - C. Ordinance No. 1434 KMC Amendments Chapters 1, 14, & 15
 - D. Ordinance No. 1435 Guffey Annexation Final Acceptance
7. **PUBLIC COMMENTS & CONCERNS** *(please observe a 3-minute limit)*
8. **CORRESPONDENCE**
 - A. Councilmember Kallio – Comments on Agenda Items
9. **MAYOR & COUNCILMEMBER REPORTS**
 - A. Mayor Mike Reuter
 - B. Councilmember Jon Stanfill – Police & Chamber
 - C. Councilmember Sandra Macias – Public Works
 - D. Councilmember Wendy Conradi – Finance - Tourism
 - E. Councilmember Steve Kallio – COG Board - Library
 - F. Councilmember Matthew Merz – Planning – Economic Development



City of Kalama City Council Agenda February 6, 2020 @ 7 pm

10. DEPARTMENT REPORTS

- A. City Administrator Adam Smee
- B. Director of Public Works Kelly Rasmussen
- C. Police Chief Ralph Herrera
- D. Clerk/Treasurer Coni McMaster – End of Year Report
- E. City Attorney Sam Satterfield

11. CONSENT AGENDA - *I move the City Council approve the consent agenda as presented.*

- A. Approved for payment are: Claims and Payroll Warrants #41267- 41330 plus ACH/EFT payments for the Month of January in the amount of \$337,738.90
- B. Approval of Minutes of the January 16, 2020 City Council Meeting
- C. Change Location of February 20, 2020 Council Meeting to the Community Building

12. EXECUTIVE SESSION

13. ADJOURNMENT

**CITY OF KALAMA
CITY COUNCIL MEETING
FEBRUARY 6, 2020**

1. OPENING-ROLL CALL-CHANGES TO THE AGENDA

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. Mayor Reuter led those present in the Pledge of Allegiance.

Councilmembers present were Jon Stanfill, Sandra Macias, Wendy Conradi, and Matthew Merz. Councilmember Steve Kallio was absent. City staff present were City Administrator Adam Smee, Director of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Chief Ralph Herrera. City Attorney Sam Satterfield and City Planner John Floyd were also present. Members of the public present are listed on the sign-in sheet.

2. PRESENTATIONS & AWARDS - None

3. PUBLIC HEARINGS

A. N. First Street Right-of-Way Vacation

Mayor Reuter opened the public hearing at 7:01pm. City Administrator Adam Smee explained the property in question should have been vacated by order of law in 1895 and was either left off incorrectly or the actions was not record accurately. The area was based on the original plat of the City, so this is the old First Street with all other sections having been vacated. In reviewing all the paper work in the title transaction, it clearly shows this was a clerical error back when the 1895 vacation was recorded. Taking this action cleans up encumbrance on the title for the adjoining property owners. The area is on the side of a hill and doesn't connect to any other right-of-way, so it would never be built on. Mr. Loren Kjeldgaard is the adjoining property owner and he thanked the City for taking care of this. There were no other comments.

Councilmember Matthew Merz noted that this is not a simple process, but it was necessary to correct the irregularity. Mayor Reuter closed the hearing at 7:15pm.

4. UNFINISHED BUSINESS

A. Site Plan Review Code – Recommendation from Planning Commission

City Planner John Floyd presented the recommendations for text amendments to the Kalama Municipal code from the Planning Commission. He highlighted the details of the creation of a site plan review process which is a common practice in other jurisdictions providing for a more efficient process for both the City and developers. Included is a post decision review process for conditional use permit applications which is also common in other jurisdictions. These changes will help to create more awareness to the public on how they can participate, strengthen the City's ability to address and mitigate environmental and infrastructure issues, and help the developers by coordinated all the permit requirements. The Planning Commission worked during 2019 to develop the draft code, holding a public hearing on January 9th. There were no written comments received only one comment in favor of the changes. The new site plan review process coordinates development that is larger than a single home, based

on specific thresholds, such as developing over 5000 square feet of impervious surface, so most activities won't trigger this process and there are exemptions specified in the code. Developers will benefit by getting preliminary feedback before complete plans are drawn up which can be expensive, especially if they have to be revised over and over, so the early input will help. This consolidates review requirements such as SEPA, critical areas and development standards, allowing developers to bundle it all together. The post decision review procedure allows for small changes to be reviewed by staff. A preapplication conference is required which is where all can discuss the impacts and issues and the City has the ability to add conditions of approval. This is a better procedure and will require more public notice including posting of the site and mailing notices to property owners within 300 feet. Planner Floyd noted that one zoning map for the overlay in the industrial zone was updated to make it clearer and less difficult to read.

Councilmember Matthew Merz asked about what under a five-plex could trigger the review. It could be triggered for large multi-plex developments. City Administrator Adam Smee explained that the new storage facility being developed on the south end of town would have benefited had this been in place. The plans have had to go through revisions to deal with issues with the streams, wetlands, stormwater, and civil design for streets and infrastructure because it was all submitted as a building permit but the original design didn't address these items sufficiently. The developer and the City have both been frustrated with the lengthy process, having to continually go back to drawing board to address the issues. The new codes has been drafted from sections of code used in Ridgefield and Kelso to provide a more efficient and incremental process with the hope of saving the developer time and money. The preapplication process and site plan permit will provide all parties a clearer picture of what is needed and what compliance is required, allowing for an attainable timeline for development. Along with the site plan review, we are cleaning up some code processes making them more efficient in related sections of code. Councilmembers Merz and Wendy Conradi asked if there were new fees associated with the review. Administrator Smee noted he doesn't think the code sets one currently but the current fee structure allows an up-front application fee and then requires actual costs to be reimbursed to the city for engineering and planner or outside reviews for similar processes. It wasn't a plan to change fees, but rather keep it neutral. Councilmember Sandra Macias stated this is a clean document providing a professional process that should work better for all. She thanked Planner Floyd and the Planning Commission for the work. Councilmember Jon Stanfill echoed that and noted that it makes sense for a storage facility to have more process than a home remodel. This should help to streamline the process for the developers.

Ms. Marrene Jenkins asked if the notification of those within 300 feet is to be done by certified mail and if it is a standard of 300 feet. It was noted that each jurisdiction can establish the distance. The type of mail is not addressed in the code, as it is not a legal requirement and this adds cost to the developer to go certified. Councilmember Merz asked Ms. Jenkins why she asked the question. She noted that has years of experience including some in Kalama where something was sent, but there was no proof other than a list of addresses and neighbors didn't receive notices. Notification wasn't adequate. She believed that the cost of \$10 is valid for these kinds of projects. Mayor Reuter noted that it may be too late to add this now. It was noted that most notification requirements are noted that lack of notification doesn't nullify the process. The City makes its best efforts to provide notice by publishing, posting, and notifying the neighboring property owners. Councilmember Stanfill suggested have the code reviewed for

all notifications and set up a best practice for all in the future.

B. Guffey Annexation – Letter from BRB – Final Action to Adopt Ordinance

Clerk/Treasurer Coni McMaster explained this the final step in the annexation process. The City Council has previously accepted the intent to annex the property from the owner, and accepted petition by forwarding it on the Cowlitz County Boundary Review Board (BRB). The City has received approval from the BRB and now needs to finalize the annexation with adoption of the ordinance.

C. Parameters for Upcoming Town Hall/Workshop

Councilmember Matthew Merz made a motion to move the timetable and push the town hall meeting back to late march or April, and hold the discussion until Councilmember Steve Kallio can be present. Councilmember Jon Stanfill noted that he has had time to process the issue and moves to table the letter indefinitely and cancel the meeting. City Attorney noted that action on the first motion needs to happen. The motion to move the discussion and postpone the town hall meeting failed for lack of a second. The motion to the table the letter and cancel the meeting was seconded by Councilmember Wendy Conradi. She stated she has had time to speak with members of the community and the Port an finds the timing for such action has past as the issues on the plant are already in litigation. None of the parties including the City gain anything by sending a letter now. She feels it is best if the issue is tabled for the time being. Councilmember Stanfill agreed stating that the site is outside of Kalama’s jurisdiction and it is best if the City remain neutral. Councilmember Sandra Macias agreed and restated her belief that staying neutral is a benefit to the City. Mayor Reuter noted that he agrees it is a good idea to stay neutral. Councilmember Merz note that unemployment is 6% in Cowlitz County which is more than state average of 3% and it is shameful for the City to not support any industry that brings jobs. Councilmember Conradi noted that the timing is just off for this be a benefit. The motion to table the issue and cancel the meeting passed with three in favor and one opposed (Merz).

5. NEW BUSINESS - None

6. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1432 Street Vacation – N. First Street Right-of-Way

Ordinance No. 1432 was read by Title: An Ordinance of the City of Kalama, Washington, relating to Street Vacations, authorizing the vacation of approximately 1650 square feet of undeveloped right-of-way adjacent to lots 7 and 8 in Block 50 of the North Pacific Addition, Kalama Cowlitz County, Washington. Councilmember Matthew Merz made a motion the City Council adopt Ordinance No. 1432 as read. Councilmember Jon Stanfill seconded, and the motion carried.

B. Ordinance No. 1433 Amendments to Chapter 17 Zoning

Ordinance No. 1433 was read by Title: An Ordinance of the City of Kalama, Washington

adopting a new Kalama Municipal Code Chapter 17.50 Site Plan Review creating a more efficient process for the consideration of certain development permits to ensure impacts are mitigated and amending additional sections in Chapter 17 Zoning to make connections to the new code section. Councilmember Matthew Merz made a motion to adopt Ordinance No. 1433 as read. Councilmember Wendy Conradi seconded, and the motion carried

C. Ordinance No. 1434 KMC Amendments Chapters 1, 14, & 15

Ordinance No. 1434 was read by Title: An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapters 1.01 Code Adoption, 14.18 Erosion Control, and 15.10 Project Permit Review to provide the necessary references to new Kalama Municipal Code Chapter 17.50 Site Plan Review and other Zoning Code Chapter amendments. Councilmember Matthew Merz made a motion the City Council adopt Ordinance No. 1434 as read. Councilmember Jon Stanfill seconded, and the motion carried

D. Ordinance No. 1435 Guffey Annexation Final Acceptance

Ordinance No. 1435 was read by Title: An Ordinance of the City of Kalama, Washington, providing for the annexation of certain properties known as the Guffey Annexation to the City of Kalama, classifying and zoning said properties as R-1 Low Density Residential and fixing the effective date of the annexation as March 1, 2020. Councilmember Matthew Merz made a motion to adopt Ordinance No. 1435 as read. Councilmember Sandra Macias seconded, and the motion carried.

7. PUBLIC COMMENTS/CONCERNS

Ms. Charlene DeRosier, a Kalama County resident confirmed that the issue on the Methanol plant has been tabled and the Community meeting will not be held. It would require Council action to bring it forward. Ms. DeRosier noted that the City Council does need to remain neutral. They need to be able to have the citizens come to them and listen. She stated she could not believe the Council was even thinking about it. The application is going through the process and we need to let it work and support the process.

Ms. Marrene Jenkins a Kalama citizen stated that she was planning to step back and let the new board members work, but assuming that why I voted and how is supportive of something is not correct.

Mr. John Flynn, Kalama resident, offered his support to the Council that voted to table the issue. He appreciates the reason for remaining neutral and believe it is important that we be able to deal with things in the future.

Ms. Linda Leonard, 217 Pebble Lane, since 2003 applauded the members stating that they need be neutral, non-partisan, and non-political.

Ms. Diana Leigh, resident on N. Second, thanked Council for allowing a town hall meeting. She is proud that they can have a personal opinion but stay neutral on the issues.

She noted that just because she may have voted for an individual, doesn't necessarily mean we support all things he supports.

Linda Horst, Kelso resident, stated she concurs with previous speakers. She doesn't think it is right not to hear outside residents, but is relieved by the decision. This is a private enterprise out of city boundaries and it may appear to some that Kalama citizens support, but there are a large number against. Councilmember Sandra Macias noted that being outside the City's jurisdiction the City should not be approving or disapproving any business.

8. CORRESPONDENCE

A. Councilmember Steve Kallio – Comments on Agenda Items

Councilmember Matthew Merz read the comments from Councilmember Kallio, which included his opinions on the parameters for the community meeting to be for residents of the 98625 area, and his approval of all the other items on the agenda.

9. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

A. Mayor Mike Reuter had no report

B. Councilmember Jon Stanfill reported the Chamber had a presentation from Mark Wilson, president of Envison about the Portland Street Art Alliance who work with entities and provide a mechanism for producing public murals. Envison has permission from BNSF for the crash wall to be the first project. There will be public input as the project progresses. There was also a presentation from the COG on the new funding for a local lender investment network connecting entrepreneurs and investors. The Port's locomotive is on its way and will be part of the Port's centennial celebration. The census is coming and he encouraged everyone to participate as federal funds are often distributed by population count. The Chamber Banquet will be held on March 28th. He noted that the Police Department has recertified the eligibility list for entry level applicants and is through the interview process with an advanced applicant. They held a safety meeting with the School after the incident at Post Office. They will be developing a public workshop to provide information on access to the online and mobile notification systems. Chief Herrera is submitting a grant application for auto defibrulators (AED) to have in all patrol cars and at all City facilities. He also noted the City newsletter and to look for future employee bios.

C. Councilmember Sandra Macias had no public works report which she felt was a positive since there has been nothing to discuss even with all the rain and storm events.

D. Councilmember Wendy Conradi reported she the Tourism Committee is working on revising the application and scoring system to prepare for when the applications are open again in March.

E. Councilmember Steve Kallio was absent.

F. Councilmember Matthew Merz reported he attended the Port Commission meeting where it was announced they would not be able to put the totem pole up again, but

looking for a way to protect it and display it laying down. Councilmember Merz address some of the members of the audience that had provided him with information, that he had reviewed and investigated and would like to have a conversation with them.

10. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported that he was contacted by Kelso Housing Authority who now operates the units in Kalama requesting suggestions for someone to fill a Commissioner opening on their Board, so Kalama has representation. This will be put out for applications which are available at City Hall and on the website. They can be turned into the City. Administrator Smee requested the Planning Commission begin looking at other areas of the code to review as they will have some time in the next few months. The issues would address some code conflicts with appeal code sections, roles of the Hearing Examiner and Council within the environmental codes, sections of the development standards and guidelines related to infrastructure and noting the earlier discussion, review of the notification code sections for acceptable distance and notice standards. The Planning Commission would make recommendations back to the Council for final approval. The Council granted the request.

B. Director of Public Works Kelly Rasmussen provided a written report. He noted that while trimming the oak tree branches at the Police Station with new bucket truck, the crew discovered the need for a hydraulic pole saw in order to do such work in a safe manner. He submitted for a safety grant through AWC, the second one in the last month, and this morning received approval. Power washing the sidewalks has been started for the year as well. He has purchased a Vactor truck which will allow the Department to do our own storm lines and address plugged sewer lines as well. It will also let them do hydro-excavation when needed to project existing infrastructure. It is a use vehicle, traded in by Lincoln City with all maintenance records provided. The company brought it to town for a demo, so the crew could see how it works. This will be good for the city and lower contracting costs. The entry level technician position is still open until the 14th. Engineering proposals are due on Monday. He will be requesting a Councilmember or two to be part of the committee to review the proposals probably in early March. Mayor Reuter asked if the City was required to use "Call before you dig" process. Director Rasmussen noted that everyone nationwide is required to use.

C. Police Chief Ralph Herrera presented his statistical report of 203 calls for service with 20 reports. The officers had just completed EVOC training and he attended a FEMA course. The Civil Service Commission certified the entry level eligibility list and they are working on interviews for the advanced entry position. He noted that he is in the early stages of the grant process for the AED's.

D. Clerk/Treasurer Coni McMaster provided the end of 2019 Financial report and an overview of the work completed through the City Hall offices. Most notable is the retention of reserves at 26% of the general fund budget which meets the financial policy goals and that 34% of the utility revenues are received via the on-line payment portal. When this was set up it was noted that 20% would be a significant achievement. The end of January Financial Report was also provided.

E. City Attorney Sam Satterfield had no report.

11. CONSENT AGENDA

Councilmember Matthew Merz made a motion the City Council approve the Consent Agenda including:

- A. Approval for payment are Claims & Payroll warrants #41267-41330 plus ACH/EFT payments for January 2020 in the amount of \$337,738.90
- B. Approval of Minutes of the January 16, 2020 City Council Meeting
- C. ~~Change Location of February 20, 2020 City Council Meeting to the Community Building~~ This item was removed from the consent agenda.

Councilmember Jon Stanfill seconded, and the motion carried.

12. EXECUTIVE SESSION - None

13. ADJOURNMENT

Mayor Reuter adjourned the meeting at 8:24 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.



Mike Reuter – Mayor



Coni McMaster - Clerk/Treasurer

MEETING SIGN-IN SHEET

MEETING: KALAMA CITY COUNCIL MEETING

MEETING DATE: February 6, 2020

Please sign in for the record. Signing in does not mean you must speak but TO ADDRESS THE COUNCIL 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 Mayor. Please STAND - SPEAK CLEARLY and step forward. Thank you.

PLEASE CHECK AGENDA ITEM(S) YOU WISH TO SPEAK TO

Name	ADDRESS	EMAIL OR PHONE NO.	Public Hearings ST. Vac	Other Agenda Items	PUBLIC COMMENTS ITEMS NOT ON THE AGENDA
Lou Pichev	1051 N. 1 st ST.				
Charlene Desfosier	5055 Meeker PR	360 673 1595		✓	XXXX
Kelly Palmer	5055 Meeker DR	360 762-1280			
Marrone Jenkins	Taylor Rd			✓	
John Flynn	Taylor Rd			✓	
Butcher Anthony	2 nd St.				
Linda Lamb	KALAMA 217 Palmer	360 673 5122		✓	
Linda Smith	1020 Keel Rd Kelso			✓	
Diana Leigh	835 N 2 nd St.	800-3549		?	
GEORGE RAITER	1148-23rd FV LONGVIEW, WA	360-430-9331			
Loren Kildgaard	635 Comings Crest	360-673-4414		✓	