

**CITY OF KALAMA
PLANNING COMMISSION
AUGUST 8, 2019**

OPENING

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

MINUTES

Chairperson Fortuna asked the Commission if they have reviewed the minutes of July 11, 2019. Commissioner Hughes made a motion to approve the minutes with some minor correction. Commissioner Langham seconded the motion and the motion passed with all in favor.

PUBLIC HEARINGS – None

NEW BUSINESS – Land Use Process Code Amendment Project

Chairperson Fortuna asked Planner Floyd to give a presentation about the proposed code amendment. At the July 11, 2019 meeting, the Planning Commission discussed the need for implementing a Site Plan Review process and reviewed sample code sections from area communities. Based on Planning Commission direction, planning staff will draft code language for a new chapter in the Zoning Ordinance to outline the standards and procedures, drawing on codes from Kelso and other local communities.

To ensure that the new Site Plan Review chapter will not create ambiguity in the KMC, Mackenzie staff has performed a Code Audit to identify provisions in the KMC which may require modifications to be consistent with the new review process. Specific code elements that were reviewed include the following Titles:

- Title 2 -Administration and Personnel
- Title 14- Buildings and Construction
- Title 15- Environment
- Title 16- Subdivisions
- Title 17- Zoning
- Title 18- Annexations

2. *Recommended Edits*

Table 1 identifies specific sections in the KMC that should be amended to relate to the new Site Plan Review chapter that will be developed.

Table 1: Recommended Edits		
Chapter	Topic	Comment
Title 14 – Buildings and Construction		
14.18 – Erosion Control	14.18.050 – Erosion control plans	Require preliminary erosion control plan for Site Plan Review.
Title 15 – Environment		
15.10 – Project Permit Review	15.10.010 – Definitions	Add Site Plan Review to definition of project permits.
16.18 – Planned Unit Developments	16.18.030 – Permitted uses	Identify which uses trigger Site Plan Review (if any).
Title 17 – Zoning		
17.18 – Residential Zoning Districts	17.18.030 – Allowed uses by zone	Add text and abbreviation for uses triggering Site Plan Review.
17.21 – Large-Lot Estates	17.21.020 – Large-lot estates (three-acre parcels or greater) – Permitted uses	Identify which uses trigger Site Plan Review.
17.26 – Commercial Zoning	17.26.030 – Allowed uses by zone	Add text and abbreviation for uses triggering Site Plan Review.
17.28 – I-1– Industrial Use District	17.28.020 – Permitted uses	Identify which uses trigger Site Plan Review.
	17.28.030 – Secondary	Identify which uses trigger Site Plan Review.
17.60 – Usage Table	17.60.020 – Use table	Identify which uses trigger Site Plan Review and which are exempt.

The Commission would like for Planner Floyd to come back to the next meeting with updated section for them to review.

UNFINISHED BUSINESS – None

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.


