

**CITY OF KALAMA
PLANNING COMMISSION
JULY 11, 2019**

OPENING

Chairperson Fortuna opened the meeting at 6:00 p.m. Commissioners present were Susan Langham, Patrick Harbison, Joy Greenberg and Lynn Hughes. Commissioners absent were Dan Ohall 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 - None

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. Kalama is seeing an increase in development activity that is exposing insufficiencies in the current development code (KMC Title 17). More specifically, the current development code is lacking a robust land use approval process for projects that do not involve a subdivision or conditional use review. This lack of a process is resulting in inefficiencies for all involved parties (applicants, city staff, and potentially affected parties) and may be slowing economic development. As a result, the Planning Commission is being asked to work on code amendments to address this issue.

Planner Floyd also informed the Commission that Kalama, land use review is limited to Conditional Use and SEPA. If one of these processes is not required, the applicant may proceed directly to building permit and/or engineering review. These processes are not perfect in that there is not a modification process for an existing conditional use, which has recently created issues for the school district as they work through engineering and financial challenges on a fast timetable. SEPA provides some ability to condition a development, but only for environmental impacts. SEPA is not a tool for conditioning community standards or implementing the vision for a community and does not have a clear vesting standard.

The common tool used by most cities and counties to review new development is known as a Site Plan Review process. This type of review is normally applicable to commercial and larger residential development, but excludes minor projects like single-family homes and small expansions of existing development. This lack of such a process in Kalama confuses applicants who must either informally negotiate preliminary plans with the city, or commit to building permit level design to get some basic answers on what is or is not permissible. Going straight to building/engineering review may not be efficient when there are modifications to the plan required by zoning or other land use codes. The applicant has already developed

construction documents based on assumptions that may not be correct, and having to change at the last-minute carries financial risk for the applicant and an inefficient use of city staff time. The lack of a process also creates confusion when multiple minor permits are required (i.e. a critical area review and boundary line adjustment) and there is not clear "roadmap" or coordinating process through which all required permits can be jointly reviewed as a whole.

Addressing these issues would further the city's economic develop goals as well as increasing the efficiency of city staff time and making the process more accessible to its citizenry.

Potential Code Amendments

Kalama City Council has directed the Planning Commission to begin work on development code amendments related to land use review processes and requirements. The direction included a desire to adopt a locally appropriate version of tried and trued processes used in other cities, and sample codes have been attached for your purview. The benefits of such a process will be discussed at the next meeting, where planning staff will answer questions and receive feedback on planning commission priorities for the project.

As a starting point of consideration, the goals of this project include the following:

- A clear site plan approval process that allows staff to be prepared for applicant questions and allows the applicant and the public a clear opportunity to provide information and input.
- Create clear exemptions for minor development (i.e. single-family homes)
- Create clear and reasonable application submittal requirements
- A land use approval process that can provide better and more predictable coordination between agencies with jurisdiction and the city, resulting in a more predictable process for the applicant.
- A post decision modification or land use appeal process that would allow better understanding and clear paths when a conditional use or site plan decision needs to be changed or when there is a disagreement on how a code is applied.
- Establish appropriate levels of public notice and provide clear and reasonable opportunities for the public to comment on and review the application.
- Create a clear approval path for the increasing number of commercial/industrial applications.
- Create a process that gives the city a clear authority to require public improvements and link them to the impacts they mitigate.

Sample code sections attached to this memorandum are related to that

jurisdiction's process and procedures language as well and their site plan review standards and process. These include:

- Camas
- Clark County
- Kelso
- Ridgefield

Commissioner Harbison asked if a new chapter will be created or just update in the current code. Planner Floyd stated that at this time it is unclear.

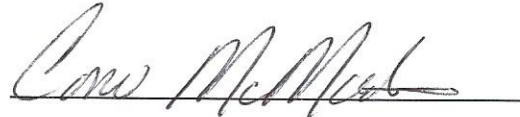
The meeting in August the Commission will review the structure of the current code to see what parts needs to be updated.

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.

A handwritten signature in cursive script, appearing to read "Cass McMeel", is written over a horizontal line.