

**CITY OF KALAMA  
PLANNING COMMISSION  
SEPTEMBER 12, 2019**

**OPENING**

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

**MINUTES**

Chairperson Fortuna stated that the August minutes will be at the next meeting.

**PUBLIC HEARINGS – None**

**NEW BUSINESS – Land Use Process Code Amendment Project**

Chairperson Fortuna thanked Planner Floyd for doing such a nice job. Also, 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. At the August 8, 2019 meeting, the Planning Commission discussed the Code Audit performed as part of this process and provided direction to staff, endorsing the recommended edits and deferring the optional edits identified by staff.

New code language has now been drafted for Planning Commission review. This language draws on codes from Kelso and other local communities and tailors them to Kalama. Future coordination with the City Engineer will be used to further refine the proposed amendments.

**Recommended Amendments**

The attached document proposes a new Site Plan Review chapter for the Zoning Code and also proposes edits to the following chapters:

1. Chapter 14.18 – Erosion Control
2. Chapter 15.10 – Project Permit Review
3. Chapter 17.28 – Industrial Use District

Upon further assessment, some of staff's recommended edits proposed at the August 8, 2019 Planning Commission meeting were deemed no longer necessary, as the language staff now proposes instead indicates that Site Plan Review will be required for most uses except for specific exemptions identified in the Site Plan Review chapter (e.g., single-family dwellings).

Staff has proposed two categories of site plan review, minor or major depending on the scope of the project. Both categories would be reviewed and decided by the City Administrator or his designee. Major site plan review would have public notice and appeal processes, while minor site plan review would not.

### **Discussion Items for the Planning Commission**

There are several areas where staff seeks direction from the Planning Commission on how to proceed with further code amendments:

1. In the new chapter, does the list of exempt activities in 17.xx.020.B need to be revised? For instance, should a triplex or fourplex be subject to site plan review or exempt? The Commission decided to remove the following from the list and they are:

Home swimming pools and sport courts.

2. Does the Planning Commission have a preference for whether to utilize the phrasing "minor" and "major" to distinguish the two categories of reviews (17.xx.030)? In many communities, these reviews would be classified as Type I and Type II reviews, respectively, but since Kalama does not use this naming convention in other parts of the code the current proposal instead uses the words major and minor. The Commission decided to keep the wording "minor" and "major" since it is in other parts of the code.
3. The amendments propose a two-year expiration period for site plan review approvals. Should the City provide an option for applicants to request approval of a multi-phase project with a longer schedule? (17.xx.070). Commissioner Harbison stated that two years is too short if it is a big development. The Commission decided to go with four years with on extension.
4. How much of the procedural standards should be in the new chapter (17.xx.080) and how much should instead remain in Chapter 15.10 – Project Permit Review? The commission talked about having a flow chart.

5. Where should the pre-application conference provisions reside in the code? Staff has proposed a new section in the Project Permit Review chapter (see new section 15.10.035) that refers to the pre-application provisions in Chapter 16.06, but those are specific to land divisions. Options to address this include:

- a. Edit KMC 16.06 to address non-land division applications;
- b. Move KMC 16.06 to Title 15 (Environment) near 15.10 Project Permit Review and edit to address non-land division applications;
- c. Move KMC 16.06 to Title 17 (Zoning) and edit to address non-land division applications; or
- d. Create a chapter similar to KMC 16.06 in Title 17 (Zoning).

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 8:15 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.

