

# City of Kalama Planning Commission Meeting

DATE: December 13, 2012

TIME: 7:00 p.m.

OPENING: Call to Order

MINUTES:

1. November 8, 2012

PUBLIC HEARING:

1. None

PRESENTATION:

1. Update on Shoreline Master Program
2. Presentation from City Administrator Adam Smee

UNFINISHED BUSINESS:

1. East Port Annexation Code Proposal

NEW BUSINESS:

1. None

STAFF REPORTS:

1. None

ADJOURNMENT

Upcoming meetings  
January 10, 2013

# CITY OF KALAMA

# SIGN - IN SHEET

## MEETING Planning Commission Meeting

DATE December 13, 2012

Do you wish

NAME ADDRESS PHONE # to speak? On What SUBJECT

BEN RUVIS	KENY			
Jim Dickey	KALAMA			
Mark Wilson	Post			
Adams Smeal	City Kalama			

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  
DECEMBER 13, 2012**

**OPENING**

Chairperson Kim Sullivan opened the meeting at 7:00 p.m. Commissioners present were Kevin Wade, Jeremy Somogye, Jim Hendrickson and Phil Fortuna. Commissioner Mike Schreiber was absent. Staff present were Secretary Susan Junnikkala, City Planner Matt Hermen, Public Works Kelly Rasmussen. Members of the audience are listed on the sign-in sheet.

**MINUTES**

Chairperson Kim Sullivan asked the Commission if they have reviewed the minutes of November 8, 2012. Commissioner Hendrickson made a *motion* to approve the minutes as written. Commissioner Wade seconded the motion and the *motion passed*.

**PUBLIC HEARINGS**

1. None

**PRESENTATION**

1. **Update on Shoreline Master Program**

Planner Hermen introduced Jennifer Hughes of Parametrix. Ms. Hughes informed the Commission that the information provided is an update on the decisions needed to be made to implement the 2003 shoreline guidelines as part of the City shoreline master program (SMP) update. Issues addressed in the memorandum are:

1. Project Schedule –The Ecology grant for preparing the SMP includes a target date of April 1, 2013 for completing an initial draft of the SMP. However Kalama will not be completing its initial draft until the end of June.

2. Shoreline Master Program Planning (SMP) Process – The adoption as a package of separate policies and regulations in various sections of the Comprehensive Plan and Development Code. The most significant requirement of this approach is the ability to clearly designate shorelines regulations and procedure from other non-shoreline provisions and clear provisions for assuring Ecology review and approval of all amendments.

3. Basic Goals of the SMP – The goals are to cover water oriented uses, public access, maintenance and enhancement of ecological presses.

4. Structure of the SMP – Shoreline geographic environment designations, shoreline modifications, shoreline use and critical areas.

5. Constitutional issues – recognizing and protecting private property rights consistent with the public interest.

Ms. Hughes was asked how often the comprehensive plan has to be updated. She stated that it has to be done every seven years and the plan is to have this one completed December 2014.

The Commission asked if they could be kept in the loop on the ongoing process, and they thanked Ms. Hughes for giving the presentation.

## **2. Presentation from City Administrator Adam Smee**

City Administrator Smee presented to the Commission a proposal of bringing in a professional services firm to assist with the review of the proposed annexation code design and development.

Commissioner Fortuna asked if there would be a conflict if the Port decides to use the same firm down the road. Administrator Smee stated the firm is rather big and he for sees no future problem. Administrator Smee informed the Commission that the firm is only to help with the process along with Planner Hermen.

Chairperson Sullivan stated that she want to make sure that there is no conflict of interest.

Mark Wilson of the Port of Kalama asked the Commission if they would be interested in having a workshop before the next planning meeting and then he could bring information on what the port is planning to do with the proposed annexation property.

The Commission decided to hold a workshop on January 10, 2013 at 6:00 p.m. for a presentation from Mark Wilson.

## **UNFINISHED BUSINESS**

### **1. East Port Annexation Code Proposal**

Commissioner Fortuna made a motion to table the East Port Annexation Code Proposal until the next planning meeting. Commissioner Hendrickson seconded the motion and the motion passed.

## **NEW BUSINESS**


### **1. None**

## **STAFF REPORTS**

### **1. None Presented**

## ADJOURNMENT

Chairperson Kim Sullivan adjourned the meeting at approximately 9:20 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