



City of Kalama Planning Commission Meeting

DATE: October 11, 2012

TIME: 7:00 p.m.

OPENING: Call to Order

MINUTES:

1. August 23, 2012

PUBLIC HEARING:

1. None

UNFINISHED BUSINESS:

1. Establish Incentives for the Central Business District
2. Pop up business

NEW BUSINESS:

1. None

STAFF REPORTS:

1. None

ADJOURNMENT

Upcoming meetings
November 8, 2012

**CITY OF KALAMA
PLANNING COMMISSION
OCTOBER 11, 2012**

OPENING

Vice Chairperson Don Mathison opened the meeting at 7:00 p.m. Commissioners present were Kevin Wade, Jeremy Somogye, Jim Hendrickson and Phil Fortuna. Chairperson Kimberly Sullivan and Commissioner Mike Schreiber were absent. Staff present were acting Secretary Clerk/Treasurer Coni McMaster and City Planner Matt Hermen. Members of the audience are listed on the sign-in sheet.

MINUTES

Vice Chair Mathison asked the Commission if they have reviewed the minutes of August 23, 2012. Commissioner Wade made a *motion* to approve the minutes as written. Commissioner Hendrickson seconded the motion and the *motion passed*.

PUBLIC HEARINGS – None

UNFINISHED BUSINESS

1. Establish Incentives for the Central Business District

Prior to beginning the discussion on the incentives, City Planner Matt Hermen informed the Commission that the City has received an intent to annex from the Port of Kalama for what is called the East Port property. The proposal includes requests for zoning and development code additions. These will be coming to the Planning Commission for review. There will be a tight timeline, as the code additions will need to be adopted in conjunction with the approval of the annexation. The review will probably begin at the next meeting. The zoning amendment is to add a mixed business use zone, while the development code proposes to add a master site plan and binding site plan options to the code. This may require longer or additional meetings for the Commission. At this time the only other item that could come to the Commission could be information on the Shoreline Master Plan update. Commissioner Phil Fortuna requested a timeline with deliverables be provided to keep them on track. Planner Hermen also noted that the State is looking at revising the SEPA process in an effort to make the application process easier for applicants.

Planner Hermen provided the Commission with information on a tax incentive that could be implemented by the City. The City Council would need to establish the City as a Certified Local Government. Then the City can identify historic properties or establish an historic district in which property owners could apply for a property tax reduction on improvements made to their properties. Planner Hermen stated that while it could lower property tax revenues to the City, it could bring in businesses which could increase sales taxes. This is a good option for the City. There would need to be ordinances or resolutions to adopt after public hearings to establish the districts and the

designation. There was discussion on the amount of improvements that would qualify which have to 25% of the value and that the improvements have to be completed to get the tax break. This would take some additional review, before the Commission would recommend it.

2. Pop up business – no report

NEW BUSINESS

STAFF REPORTS

Commissioner Fortuna reported on attending the Kalama Chamber of Commerce meeting with Commissioner Mathison. The meeting went well. The focus of the Chamber was on improving the communication between the City and the Chamber so they could be more aware of the issues that affect them. Commissioner Fortuna and Commissioner Mathison invited them to attend the Commission meetings. Mr. Ben Purvis noted that the meetings are also televised on Mondays after the City Council meetings which begin at 7pm. on KLTV. There was also discussion on the difficulties of getting the general public involved in what goes on in the City.

It was noted that the sign code amendment was passed by the Council.

ADJOURNMENT

Vice Chairperson Mathison adjourned the meeting at approximately 7:40 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.



Coni McMaster, Acting Secretary