



# City of Kalama Planning Commission Meeting

## MEETING START TIME 6:00 P.M.

DATE: April 11, 2013

TIME: 6:00 p.m.,

OPENING: Call to Order

MINUTES: Held to next meeting

### PUBLIC HEARING:

- 1.

### PRESENTATION:

1. None

### UNFINISHED BUSINESS:

1. East Port Annexation – Code Development - Review

### NEW BUSINESS:

- 1.

### STAFF REPORTS:

1. None

### ADJOURNMENT

Upcoming meetings  
April 11, 2013



**CITY OF KALAMA  
PLANNING COMMISSION  
APRIL 11, 2013**

**OPENING**

Chairperson Kim Sullivan opened the meeting at 6:00 p.m. Commissioners present were Jeremy Somogye, Don Mathison, Philip Fortuna, and Dan Ohall. Commissioners Jim Hendrickson and Kevin Wade were absent. Staff present were Clerk/Treasurer Coni McMaster, City Planner Matt Hermen, Superintendent of Public Works Kelly Rasmussen, City Administrator Adam Smee and Todd Johnson of Group Mackenzie. Members of the audience are listed on the sign-in sheet.

**MINUTES**

Minutes were held to the next meeting.

**PUBLIC HEARINGS**

1. None

**PRESENTATION**

1. None

**UNFINISHED BUSINESS**

1. **East Port Annexation – Code Development – Review**

City Planner Matt Hermen and Planner Todd Johnson of Group Mackenzie presented a complete copy of all sections of the draft mixed using zoning code that the Commission had been reviewing over the last several months. As a part of this process the City's Comprehensive Plan will also require amending and those recommendations were also presented. The Commission reviewed the 74 page draft code making formatting, grammatical, consistency, and small text corrections. In the definitions it was questioned why take out the "agriculture" definition as the City allows Large-lot Estates to include some agricultural activities. The definition isn't required to be in the code, since the general definition adequately addresses the uses the City allows. The Commission discussed the Hotel/Motel definition deciding to split it and define each separately since they require different design features. They also requested a bungalow definition be added. There were some definitions that were combined to prevent redundancy and others were updated to include references to more modern technology.

In the body of the code insuring consistency throughout the section was a lot of the changes made. Planner Johnson noted some requested changes from the Port of Kalama

which included addressing the height limitations to allow for some variance on a case by case basis, allowing for less restrictive, alternative types of landscaping that would meet the intent of the code, and allowing other qualified professionals other than landscape architects to prepare plans. Wording was added to allow for the Council to approve variances to the height limitations and to allow the City Administrator to accept other qualified professionals in lieu of landscape architects. The planners recommended that dealing with alternate design features to allow for flexibility would be better addressed under the master planning application process which developments would need to submit.

There was a section added to address the monetary levels that are included in the code, so they would indexed by inflation annually to keep them level in the future. There was discussion. The triggers for requiring landscape or lighting improvements were discussed with concerns that a developer could easily miss these in the code, noting they needed to be revised to be more understandable. There was also some concern on how to address how much landscaping or lighting would be required based on the size or value of the alterations. Using building foot prints, or setbacks was suggested for landscaping and cost factors or levels that could be hardships for lighting, with both having administrative oversight.

The usage table was reviewed with comments from the Port of Kalama being considered. Items removed as permitted uses in the mixed use areas were heavy equipment repair, manufactured homes and parks, single family residential homes, mobile or manufactured home sales, residential treatment facilities, mini storages, vehicle storage or maintenance, cemeteries, allowing chickens, and repairing or storing of trucks or trailers in excess of 6000 pounds. Contractor shops and storage facilities was discussed and removed from the business mixed use are but left as a conditional use option in the industrial mixed use. Residential treatment facilities were also removed from the R-3 residential areas of the City.

## **2. Comprehensive Plan Amendment**

City Planner Matt Hermen presented the revisions he recommends for the Comprehensive Plan which included a new map and an additional goal to accommodate for the flexible uses the mixed used zoning will allow. Planner Herman noted that he had previously recommended that the residential areas included in the proposed annexation area should be zoned as recreational, but after reflection, he believes they should be designated as R-1 which they are. The area in which they are located would be designated as future mixed use area on the Comprehensive Plan map. The Commission agreed with the recommendation.

## **NEW BUSINESS**

1. None

## **STAFF REPORTS**

1. None Presented

## ADJOURNMENT

Chairperson Kim Sullivan adjourned the meeting at approximately 9:35 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

CITY OF KALAMA  
PLANNING COMMISSION  
APRIL 11, 2013

**WORKSHOP – Master Plan/Binding Site Plan Code Sections**

Chairperson Kim Sullivan opened the meeting at 9:38 p.m. Commissioners present were Jeremy Somogye, Don Mathison, Philip Fortuna, and Dan Ohall. Commissioners Jim Hendrickson and Kevin Wade were absent. Staff present were Clerk/Treasurer Coni McMaster, City Planner Matt Hermen, Superintendent of Public Works Kelly Rasmussen, City Administrator Adam Smee and Todd Johnson of Group Mackenzie. Members of the audience are listed on the sign-in sheet.

Due to the lateness of the hour, the Commission asked what the staff needed from them to proceed with this next code development. Planner Todd Johnson requested the Commission review the presented materials and send any feedback to Matt and himself for them to use to draft the development code. Planner Johnson noted that the City has a great short plat code that could be used instead of a new binding site plan code. So this is an option for the Commission to consider. Staff can provide an example or draft of a Master Plan pulled from existing codes for the Commission to review. One question they need to consider will be what level of review is wanted. The review process could be like a subdivision plat with review at the Planning Commission, but approval at the Council level, or it could be a review before a Hearings Examiner, or the Planning Commission could take on the approval with an appeal of the decision available to go before the Council. Staff is leaning toward having the approval level with the Commission. At the meeting on April 25<sup>th</sup>, staff will review the development code drafts with the Commission for final revisions.

**ADJOURNMENT**

Chairperson Kim Sullivan adjourned the meeting at approximately 9:55 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.

  
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Coni McMaster, Acting Secretary