



# City of Kalama Planning Commission Meeting

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

DATE: February 28, 2013

TIME: 6:00 p.m.

OPENING: Call to Order

MINUTES:

1. February 12, 2013 – Meeting
2. February 12, 2013 – Workshop

PUBLIC HEARING:

- 1.

PRESENTATION:

1. None

UNFINISHED BUSINESS:

1. East Port Annexation – Code Development

NEW BUSINESS:

- 1.

STAFF REPORTS:

1. None

ADJOURNMENT

Upcoming meetings  
March 14, 2013

**CITY OF KALAMA  
PLANNING COMMISSION  
FEBRUARY 28, 2013**

**OPENING**

Chairperson Kim Sullivan opened the meeting at 6:00 p.m. Commissioners present were Kevin Wade, Don Mathison, Philip Fortuna, Jim Hendrickson and Dan Ohall. Commissioner Jeremy Somogye was absent. Staff present were Clerk/Treasurer Coni McMaster (as Secretary), 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**

Chairperson Sullivan asked if the Commission has reviewed the meeting and workshop minutes of February 12, 2013. Commissioner Mathison made a *motion* to approve the minutes as presented with grammatical corrections. Commissioner Fortuna seconded the motion. The *minutes passed with all in favor*.

**PUBLIC HEARINGS**

1. None

**PRESENTATION**

1. None

**UNFINISHED BUSINESS**

1. **East Port Annexation Code Proposal**

Planner Matt Hermen reviewed the information the Commission received. He read through the proposed version of the "Pedestrian Access Within the Mixed Used Zone." Commission Fortuna asked if the widths included were standard. It was explained they are. Chairman Sullivan asked about limiting the major routes to those only in the master plan. Staff agreed to rework this piece.

Planner Hermen moved to the draft "Parking and Sidewalk Requirements" explaining that staff had made some revisions after the fact to the copy the Commission received. He indicated where these changes were first and then began review of the code section. One of the issues raised dealt with the recreation area planned and being sure that parking is adequate for large events, such as regional tournaments. It was decided to add an additional column to the table for Park or Recreational Districts that would require

studies to be submitted with applications to support alternate plans to meet compliance. There was discussion on the diagrams defining the widths and if the calculation was defined so an applicant would understand the references. This would be addressed such that it referred to the center line as a reference point. It was suggested that some of the new regulations proposed for the mixed used area be added into the existing commercial districts for consistency. This would be done. It was also agreed that the phrasing of "maximum extent feasible" would be avoided or removed in the code.

The Commission was comfortable with the draft code sections presented including the revisions discussed.

## **NEW BUSINESS**

1. **None**

## **STAFF REPORTS**

1. **None Presented**

## **ADJOURNMENT**

Chairperson Kim Sullivan adjourned the meeting at approximately 7:12 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 - WORKSHOP  
FEBRUARY 28, 2013**

**OPENING**

Chairperson Kim Sullivan opened the meeting at 7:20 p.m. Commissioners present were Kevin Wade, Don Mathison, Philip Fortuna, Jim Hendrickson and Dan Ohall. Commissioner Jeremy Somogye was absent. Staff present were Clerk/Treasurer Coni McMaster (as Secretary), 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.

**EAST PORT ANNEXATION CODE PROPOSAL**

City Planner Matt Hermen opened the workshop on landscaping and lighting issues. He introduced landscape architect Robin Laughlin from Group Mackenzie. Ms. Laughlin presented slides and information on the options for landscaping within the existing code and recommendations for additions for the mixed used areas. There was a lengthy discussion on how other discretionary items such as art works or benches could be incorporated and offer applicants incentives in the landscaping requirements. In the end, staff would work to incorporate into the code some incentives for discretionary items, but setting limits on the minimum acceptable amount of landscaping requirements. The idea would be to strike a balance in the artistic and landscaping features that would address both the physical and visual needs of the project. Screening and obscuring of buildings which could be used to define different zones if done correctly was reviewed. It is important that the landscape features in screening be sustainable upon maturity. This led to discussion of how to save existing trees and natural resources on the property. There are some sections in the City's subdivision code that address this while allowing some discretion that staff might be able to work from to address the issues.

Illustrations and information on lighting was presented. Several of the Commissioners feel strongly that lighting needs to be regulated to address protecting the neighboring properties, limiting glare and not projecting into the night sky. There were recommendations and suggestions that the code address

- the avoiding of upward lighting with some shielding or by design
- light should not escape the height of the buildings
- flag lighting would have to be exempt if flags fly 24 hours, but have limitations
- setting illumination standards and pole heights
- the code should address the effects and not the technology available
- what type of standards – rural vs urban – are desired

Staff made notes of all the feedback from the Commission and would draft the next codes sections accordingly.

## ADJOURNMENT

Chairperson Kim Sullivan adjourned the meeting at approximately 8:30 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.

  
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Coni McMaster, Acting Secretary