



City of Kalama Planning Commission Meeting

MEETING START TIME 6:00 P.M.

DATE: March 28, 2013

TIME: 6:00 p.m.

OPENING: Call to Order

MINUTES:

1. March 14, 2013 – Meeting
2. March 14, 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
April 11, 2013

CITY OF KALAMA

SIGN - IN SHEET

MEETING Planning Commission Meeting/Workshop

DATE March 28, 2013

Do you wish
to speak?

On What SUBJECT

NAME	ADDRESS	PHONE #	Do you wish to speak?	On What SUBJECT
BEN PURVIS	KLTV			
Mark Wilson	Fort			

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
MARCH 28, 2013**

OPENING

Chairperson Kim Sullivan opened the meeting at 6:05 p.m. Commissioners present were Kevin Wade, Jeremy Somogye, Don Mathison, Philip Fortuna, Jim Hendrickson and Dan Ohall. Staff present were Clerk/Treasurer Coni McMaster, City Planner Matt Hermen, Superintendent of Public Works Kelly Rasmussen, City Administrator Adam Smee, Todd Johnson and Christine McKelvey of Group Mackenzie. Members of the audience are listed on the sign-in sheet.

MINUTES

Chairperson Sullivan asked if the Commission has reviewed the minutes of March 14, 2013 meeting and workshop. Commissioner Don Mathison made a *motion* to approve the minutes as presented. Commissioner Philip 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 Development**

Kalama City Planner Matt Hermen provided a revised version of the draft design standards for the mixed use areas. The review was completed section by section. It was clarified that the mixed use industrial is the equivalent of light industrial based on the standards set in the draft code. In the commercial section there was a discussion regarding the effects of the exemptions to code based on value of the property or value of the alterations. The purpose was to allow for existing properties that are out of conformance to do some minor repairs or upgrades without having to bring the building up to full standards. The concern raised was that at 50% of the value this could be extensive alterations to a million dollar building. The intent is to address the outside of the structures and not the interior as well. In the end it was decided to use the footprint of the building rather than value. It was also decided that the code for landscaping exemptions should be consistent with these standards. Several areas of the code are the same in each zoning designation with only small variations and it was agreed that

the wording throughout the code would be made consistent. Roof standards for the rear of the buildings were discussed, with concerns where these might face a right-of-way or a very visible area the focus. This would be addressed during the plan review with a determination made by the City Administrator. There was some discussion in how to address color of paint within the standards. The final wording would deal with the colors being "complimentary" to the other structures with in the area.

NEW BUSINESS

1. **None**

STAFF REPORTS

1. **None Presented**

ADJOURNMENT

Chairperson Kim Sullivan adjourned the meeting at approximately 7:00 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
MARCH 28, 2013**

OPENING

Chairperson Kim Sullivan opened the workshop at 7:08 p.m. Commissioners present were Kevin Wade, Jeremy Somogye, Don Mathison, Philip Fortuna, Jim Hendrickson and Dan Ohall. Staff present were Clerk Treasurer Coni McMaster, City Planner Matt Hermen, Superintendent of Public Works Kelly Rasmussen, City Administrator Adam Smee, Todd Johnson and Christine McKelvey of Group Mackenzie. Members of the audience are listed on the sign-in sheet.

COMPREHENSIVE PLAN AMENDMENT

City Planner Matt Hermen explained to the Commission that along with the zoning code amendment and the annexation a Comprehensive Plan amendment will be required. The City will need to amend the Land Use section to address the mixed use zoning needs based on the need to provide employment opportunities in the area. The Comp Plan map will also have to be updated to include the Port's proposed annexation area plus the area that was annexed several years ago along Meeker Drive. Included in this process, will be the recommendation that any current residential properties within the Port annexation area designated as recreational. Recreational zoning includes single family residential as a permitted use. Current uses not permitted under the recreational zone at the time of annexation will be allowed to continue as non-conforming preexisting use. . These sites could be rezoned to the mixed use designation in the future.

ROLL UP DOORS – DESIGN STANDARDS

Planner Todd Johnson noted that in the current draft code roll up doors are not addressed. These could be desired in all the areas within the mixed use zone, business, commercial or industrial. Many start-up companies that need a flex area for deliveries, workspace, or storage, plus an office often need this kind of access. If design standards are too ridge it could preclude such businesses coming in as it would drive up costs. There are elements within the code that will retain the overall look of the development, but are silent on the doors. Photos of various types of roll up doors were provided. The Commission requested that the commercial areas require 50% of the door be glazed if it fronts on a right-of-way or is highly visible. The industrial area would not require standards.

The business area created the most discussion. The final consensus was that with the standards in place, the code would need to require that the doors be consistent with the surrounding architectural features and complimentary in design and color.

SCHEDULE

Planner Todd Johnson outlined a proposed schedule for the finalization of the mixed use zoning code and drafting of the development regulations for the master plan. He

complimented the Commission members on all the work they had accomplished in a short time. On April 11th the final draft of the mixed use code would be presented at the meeting with a workshop to review of the code to address the master plan process. On April 25th the draft of procedural code would be reviewed and there wouldn't be a need for a workshop. On May 9th the Commission would hold a public hearing on the zoning and procedural code sections plus the Comprehensive Plan amendment at 7pm. The Commission's recommendations would be forwarded to the Council for review at a workshop at 6pm on May 15th so a final hearing before the Council could be held on June 5th. There is a requirement for a non-project SEPA to be filed, which will need to be done by May 21st. The Council could adopt all these in June and possibly finalized the annexation as well.

ADJOURNMENT

Chairperson Kim Sullivan adjourned the meeting at approximately 7:35 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