



Kelso Planning Commission Agenda
Meeting at 7:00 p.m.
Tuesday, August 14, 2012
203 South Pacific Ave., City Hall Council Chambers

Agenda	Approved/ Denied	Remarks
<p>Timed Items: 7:00 p.m.</p> <ol style="list-style-type: none"> 1. Call to order 2. Roll Call 		
<p>Action Items:</p> <ol style="list-style-type: none"> 1. Approve June 12, 2012 Meeting Minutes <ul style="list-style-type: none"> ▪ July 10, 2012 Meeting – Cancelled 		
<p>Presentation:</p> <ol style="list-style-type: none"> 1. West Main Realignment Project – Possible street vacation of NW 7th Avenue between Catlin Street and Cowlitz Way. Presented by Michael Kardas, City of Kelso Senior Civil Engineer. 2. Introduction of Temporary Nuisance Abatement/Planning Technician employee – Jon Rice 		
<p>Other Business:</p> <ol style="list-style-type: none"> 1. Planning Commissioner Vacant Position Discussion 2. Neighborhood Stabilization Program (NSP) Update: <ol style="list-style-type: none"> a. 1408 Home Ct. b. 1124 N Pacific Ave. Environmental Assessment & Redevelopment (Cottage Housing) Discussion 		
<p>Adjournment:</p> <p>Next Meeting September 11, 2012 at 7:00 p.m.</p>		

City of Kelso Community Development Department (360) 423-9922



Kelso Planning Commission Meeting Minutes
Tuesday, June 12, 2012
7:00pm – 8:10pm

Members Present: Dan Jones, Patricia VanRollins (left at 7:45pm), Toby Tabor, Larry Peterson, Mark Kirkland, Rick VonRock

Members Absent: Michael Leeper

Staff Present: Nancy Malone, Community Development Manager; Stephanie Helem, Recording Secretary

Call to Order

Chair Mark Kirkland called the meeting to order at 7:00p.m.

Minutes:

Commissioner VonRock made the motion, seconded by Commissioner VanRollins to approve the minutes of March 13, 2012. Motion carried, all in favor.

Presentation:

1. **Kelso Downtown Revitalization Association (KDRA).** Carol Zonich, 300 Oak Street, Kelso, Washington 98626. As promised from previous planning commission meeting, Carol Zonich presented three logos for approval for three benches and three garbage cans being placed in the downtown area. Logos are for the Kelso Lions Club, Kelso Rotary Club and City of Kelso (KDRA will use for representation). Logos will be laser cut into benches and garbage cans.

MOTION: Commissioner Peterson made the motion, seconded by Commissioner VonRock 'to approve the logos as presented'. Commissioner Peterson excused himself from voting as he is a member of the Kelso Lions Club. Motion carried, all in favor.

Commissioner VanRollins expressed her gratitude for KDRA's contribution.

2. **Kelso Lions Club.** Rick Shaw, President. The membership has elected to purchase one of the downtown benches. He would like permission to place a memorial plaque or stand immediately adjacent to the Kelso Lions bench to be placed on the northeast side of the Allen Street Bridge to remember past Lion members. The Kelso Lions have not yet investigated the plaque in terms of size but it would be weatherproofed. They are envisioning a possible 30 to 40 brass name plates to be added to the plaque. To begin the process the Kelso Lions is looking for approval. Discussion followed.

a. What type of ordinances does the city have on how this would work for signage?

- Planning Department does not have anything in the code that would preclude this from happening.
- Kelso Lions would need to contact David Sypher with Public Works to find out what is needed for permission to place in the right of way.
- Nancy Malone suggested and Rick Shaw agreed on a meeting between the Kelso Planning Department, Public Works and the Lions Club to discuss plan for plaque location and type. Also suggested plaque proposal be presented to Council.

- b. Is plaque free standing? Is plaque adhered to bridge? How will it be mounted?

MOTION: Commissioner Kirkland made the motion, seconded by Commissioner VanRollins 'to give the Kelso Lions the go ahead to start to come up with a plan and a design that Planning Commission and Council can see'. Motion carried, all in favor.

Commissioner Kirkland did caution against a free standing sign, because of the added obstruction. If the height isn't an issue, a flat mount onto the bridge would be more permanent.

Business:

1. Title 17 Planning and Zoning Code Revisions. Nancy Malone

- a. **Chapter 17.15 Permitted Uses.** RV Storage is currently left out of the permitted use code. This was brought to the city's attention by a gentleman who owns a piece of industrial property that he has been marketing for RV Storage and has someone interested in this property. The gentlemen went to city council with his concerns and the council has basically said this needs to be fixed. In researching the RV Storage permitted use item it was also found there are several other permitted use items that have been inadvertently left out of the code. The following listed items were discussed at length at previous planning commission meetings in 2010 and Nancy believes it was the Planning Commission's intention these be added as permitted uses: Social & Fraternal Clubs and Lodges; Cart Vendors; Farmers Market; Roadside Stands; RV Sales; Self Storage. To correct these errors a new ordinance will need to be presented to city council with language codified as inadvertently left out. Copy of proposed code mark-up was presented to planning commission. Discussion followed.

MOTION: Commissioner Kirkland made the motion, seconded by Commissioner VonRock 'Error and omission and to move forward to codify these things'. Motion carried, all in favor.

- b. **Chapter 17.62 Signs.** In 2007 the entire zoning code, Title 16 and Title 17, was reformatted and changed (redlined the old code and started over). Several errors were recently found in the sign code when it was discovered the sign code online (codified) is different than the office copy of the code. A copy of the online version vs. office copy was presented to planning commission for review. Nancy believes several errors found were inadvertently left out during the initial code change. Discussion followed.

MOTION: Commissioner Kirkland made the motion, seconded by Commissioner VonRock 'electric signs to revisit and discuss definitions'. Motion carried, all in favor.

Planning Commission is in agreement to correct the same inadvertent errors and omissions in Chapter 17.62 Signs as Chapter 17.15 Permitted Uses. Nancy will present an ordinance containing both chapters to council for approval.

2. Neighborhood Stabilization Program (NSP). Nancy Malone

- a. **1124 N. Pacific Ave.** – The old Terry Salvage property. Maul Foster Alongi has put in monitoring wells in the last few weeks. A report will be submitted to the city shortly and then the city can move forward with a development plan with CAP. Possible cottage housing. Future discussion with Planning Commission to add cottage houses or homes to code as this is not currently allowed in the city code. Discussion followed.

- b. **1408 Home Ct.** – City recently purchased property. Lower Columbia CAP has been issued permits to renovate the house. City will deed property to CAP and in turn CAP will rent the property. If CAP does sell this property, proceeds will come back to City to reinvest into Neighborhood Stabilization Program.

3. **Accessory Structures.** Nancy Malone

Our code currently states accessory structures have to be of like construction to the primary structure. Different types of carports, fabricated metal vs. membrane structure. Attached vs. detached. Nancy believes this needs to be revisited. Discussion followed.

4. **Permits.**

- a. Wilco Farm Store – Tenant Improvement in progress. No open date.
- b. Jack In the Box – Certificate of Occupancy issued. No open date.
- c. Starbucks – Same building vacant tenant space.
- d. Grounds for Opportunity – CAP building. Temporary occupancy granted. No open date.

5. **Shoreline Master Plan.** A Stake Holders Group will be put together to go over shoreline code. Are there any commissioners interested? Possibly meet 2 times a month. Nancy will be getting more information to answer time commitment questions. Local business owners will be part of the group. Discussion followed.

Adjournment

There being no further business Commissioner Peterson motioned to adjourn and Commissioner VonRock seconded to adjourn at 8:10 p.m.

Mark Kirkland, Planning Commission Chair

Respectfully submitted:
Stephanie L. Helem
Recording Secretary