



Kelso Planning Commission Agenda
 Meeting at 7:00 p.m.
 Tuesday, March 13, 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 January 10, 2012 Meeting Minutes 		
<p>Other Business:</p> <ol style="list-style-type: none"> 1. Code Language Revision Update – Permitted Uses & Zoning 2. Shoreline Master Plan Update 3. FEMA Map Revision Update 4. Comprehensive Plan Contract Status Update 5. Neighborhood Stabilization Program (NSP) Update 6. Kelso Downtown Revitalization (KDRA) Update 		
<p>Adjournment:</p> <p>Next Meeting April 10, 2012 at 7:00 p.m.</p>		



Kelso Planning Commission Meeting Minutes
Tuesday, January 10, 2012
7:00pm – 7:35pm

Members Present: Larry Peterson, Patricia VanRollins, Rick VonRock, Dan Jones, Mike Leeper

Members Absent: Mark Kirkland, Toby Tabor

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

Call to Order

Vice-Chair Patricia VanRollins called the meeting to order at 7:00p.m.

Minutes:

Commissioner VonRock made the motion, seconded by Commissioner Peterson to approve the minutes of November 8, 2011. Motion carried, all in favor.

Business: Community Development Department Update – Nancy Malone

1. **Zoning Code.** The Community Development Department has had several requests from the public for information regarding different land use issues. In reviewing the code book there are things people want to do that are not listed in the current zoning code. Discussed looking at revising the current zoning code to add uses where they have been overlooked and adding uses to commercial zones where appropriate.
2. **Comprehensive Plan.** Nancy has been in numerous discussions with the Cowlitz-Wahkiakum Council of Governments (CWCOG) regarding the Comprehensive Plan. She will be meeting with Steve Harvey and the City Manager to discuss how CWCOG can help the city to keep moving ahead with the Comprehensive Plan. The City received a bid from CWCOG of \$70,000 for the Comp plans completion. This amount was considered too high and was rejected by the city. The city is leaning towards a range of \$30,000-\$40,000. This would include Community Development and the Planning Commission doing a lot of the work, with CWCOG sitting in and sharing their expertise. Also the possible integration with what the County is doing. Discussion followed.
3. **Shoreline Master Plan.** An Interlocal Agreement with CWCOG for the city of Kelso's Shoreline Master Plan will be presented for approval at the next city council meeting. Timeline for completion is 2013. A grant from the Department of Ecology is covering the cost. The Community Development Department does not have a grant writer. Public Works does have a part time grant writer for Public Works projects. Discussion followed.
4. **Permits.** 267 building permits were issued in 2011 with over \$103,000 in building permit fees received. For the first time in years the city met the projected income for building permits.
 - Administrative Conditional Use Permit application was received for a proposed Propane Tank Storage Facility at Baker Way Loop property.
 - Jack in the Box building permit was issued.
 - Starbucks shell building permit is ready to issue.
 - Red Lobster and Target have remodel permits ready to issue.

- Randco Tank on Talley Way building permit application received for a new paint booth.
5. **Zoning Code discussion resumed.** Nancy was hoping to have the commissioners go through the zoning code and look at permitted uses they would like to see other than listed. Commissioner Peterson expressed the difficulty in reading the permitted use chart. He asked for Nancy to tell what uses are not included and where they need to go. Nancy has had several inquiries on Micro Brewery, Wholesale/Retail establishments. Some of the properties the inquiries are on is zoned Industrial and was changed from Industrial to Commercial Specialty Retail and this is not an allowed use. They would have to apply for a zoning text change. According to our zoning code there are pre-existing nonconforming uses in the Industrial, Commercial and Residential zones. Commissioner Peterson suggested Nancy provide the Planning Commission the proposed zoning code revisions in red. Nancy wants the Planning Commission to be aware of what businesses are in these zones and whether they are appropriate and are they established and listed as a permitted use. A current zoning map will be provided to the Planning Commissioners. Discussion followed.
6. **Neighborhood Stabilization Program (NSP).**
- **1412 N. 1st Ave.** – Property was deeded to Lower Columbia CAP. CAP has restored the house and a low income family has moved in.
 - **1504 N. 2nd Ave.** – Property was deeded to Habitat for Humanity today. They have a family enlisted to put a house on the property. Community works together to build the house.
 - **1124 N. Pacific Ave.** – The old Terry Salvage property. Nancy met with Maul Foster and Alongi and received another grant for Department of Ecology for \$200,000. This grant is to determine what type of environmental hazards are on site and a redevelopment plan will follow. This is not the cleanup of the site.
7. **404 Burcham St.** This property is in the process of foreclosure. Nancy has been in constant phone and email correspondence with the bank. The bank hires a preservation company that hires someone else to look at property and provide bids. If bids are too high then additional approval is needed from the bank. Nancy has been assured she will have something in writing within the next week whether the bank will or will not fund the work to secure the building. The city may have to hire someone to secure the building and put a lien on the property. A geotechnical report has to be submitted before any work is done on the property.

Adjournment

There being no further business Commissioner VanRollins motioned to adjourn and commissioner VonRock seconded to adjourn at 7:35 p.m.

Patricia VanRollins, Planning Commission Vice-Chair

Respectfully submitted:
Stephanie L. Helem
Recording Secretary