



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



**Kelso Planning Commission
Meeting Minutes
Tuesday, January 14, 2020
6:00 pm**

Commissioners Present: Daniel Graves, Star Garcia, Ann Hight, Barbara Stephenson
Commissioners Absent: Gary Schimmel

Staff Present: Michael Kardas, Community Development Director
Amber Jacobs, Department Assistant.

1 **Call to Order: 6:04 PM**

2 Vice Chair Ann Hight called the meeting to order and roll call was taken.

3
4

5 **Approve Minutes:**

6 Upon motion by Commissioner Garcia, seconded by Commissioner Stephenson. 'Approve the minutes of the
7 November 12, 2019, Regular Meeting'. Motion passed, all voting yes.

8
9

10 **Citizen Business:**

11 None

12
13

14 **Commission Business:**

15 Community Development Manager, Mr. Kardas explained to the commission that he and Interim Planner
16 Langdon and Attorney Parker have reviewed the code that the commission has been reviewing and has
17 determined that the proposed code changes make the code non-linear and less simple.

18
19

19 Mr. Kardas proposed bringing forward criteria for the Conditional Use permits and SEPA process.

20
21

21 Cowlitz County is not a growth management county so the SEPA process can be simplified to reduce the number
22 of days that it takes to process a permit. The Notice of application is not required so it reduce the application
23 processing time by 30 to 45 days.

24
25

25 Mr. Kardas suggests a pause on the majority of changes until a new planner is hired.

26
27

28 Commissioner Hight requested that the part of the code that was being removed regarding the notice of
29 application be sent to the commissioners.

30
31

31 Commissioner Hight asked clarification on the crossover between the engineering code and planning code. Mr.
32 Kardas explained that he prefers that the code refer to a book of standards, the Engineering Design Manual, rather
33 than include the specifics as it pertains to the construction related items such as parking lots, landscaping, parking
34 space size.

35
36

36 Commissioner Hight also requested an update on the timeframe on hiring of a Planning Manager. Mr. Kardas
37 explained challenges, recruiting efforts, and possible contracting. Commissioner Hight asked if we should move

38 forward or pause with code if the planner position wouldn't be filled soon. Mr. Kardas clarified that the two small
39 important changes should be brought forth but staff would pause on the body of the code changes until a planner
40 is hired.

41
42

43 **Public Workshop:**

44 None

45
46

47 **Adjournment:**

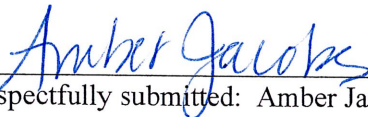
48 **There being no further business, Commissioner Hight adjourned the meeting at 6:15 PM.**

49
50

51 

52 _____
53 Ann Hight, Planning Commission Vice-Chair

54
55

56 

57 _____
58 Respectfully submitted: Amber Jacobs, Department Assistant